

Lesson 4-5: Controlling Where the Page Breaks

Figure 4-10

The Paragraph dialog box with the Line and Page Breaks tab displayed. See Table 4-4: *Paragraph Line and Page Break Options* on the following page for a description of the available options.

Figure 4-11

Examples of different line and page break options.

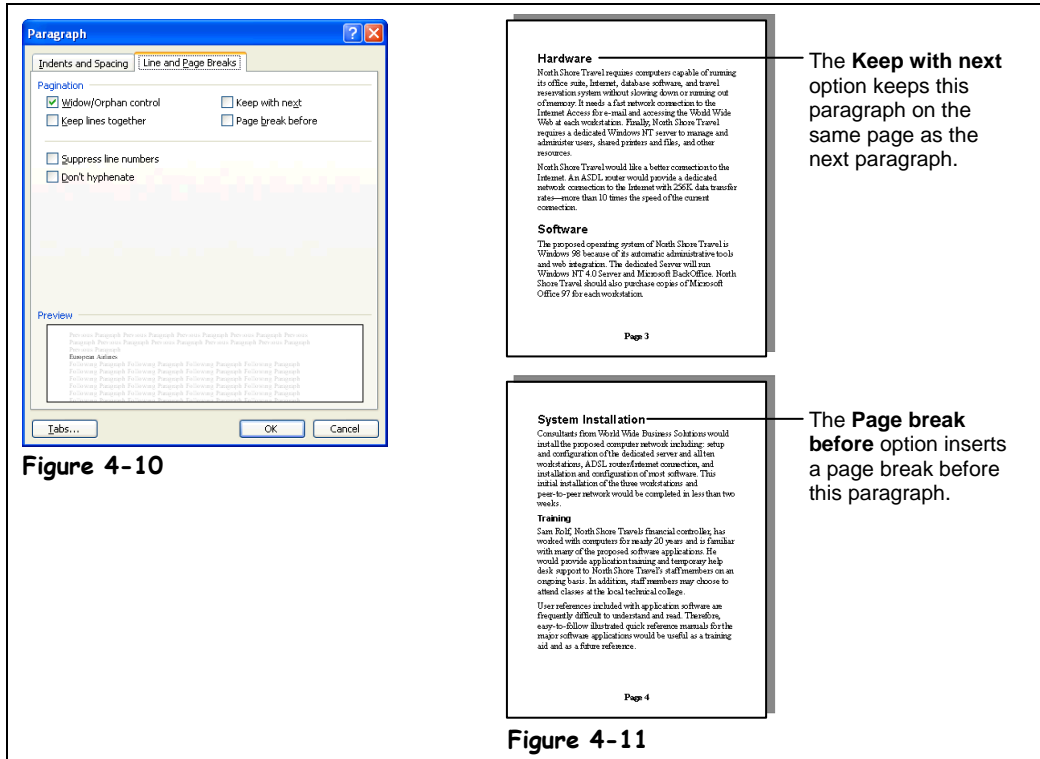


Figure 4-10

Figure 4-11

This lesson explains how to control exactly where the page breaks in a document.

1. Open the document named **Lesson 4B** and save it as **Page Breaks**.
Let's try inserting a manual page break.

2. Move the insertion point to the very beginning of the **Assessment** heading and insert a page break by pressing **<Ctrl> + <Enter>**.

Word inserts a page break at the insertion point, and the Assessment heading appears at the top of the second page in the document. Look at the end of the second page—the Hardware subheading is orphaned from the paragraph it belongs with, which appears on the third page. You can fix this problem by telling Word to keep the heading with the following paragraph—here's how:

3. Place the insertion point in the **Hardware** heading, select **Format** → **Paragraph** from the menu, and click the **Line and Page Breaks** tab.

The Paragraph dialog box appears with the Line and Page Breaks tab in front, as shown in Figure 4-10. The Line and Page Breaks tab lets you control how the page breaks. Table 4-4: *Paragraph Line and Page Break Options* describes the various options listed on the Line and Page Break Options tab.

4. Click the **Keep with next** check box and click **OK**.

The Keep with next option prevents a page break between the selected paragraph and the following paragraph.

You can also use the Line and Page Breaks tab of the Paragraph dialog box to insert a page break before a selected paragraph. This is especially useful for headings.

- 5. Place the insertion point in the **System Strategies** heading at the end of the first page, and select **Format** → **Paragraph** from the menu.**

We're back at the Line and Page Breaks tab of the Paragraph dialog box.

- 6. Click the **Page break before** check box and click **OK**.**

The dialog box closes and a page break appears before the System Strategies heading, so now it appears at the top of the document's third page.

It's easy to remove a paragraph's line and page break options—simply select the paragraph, select **Format** → **Paragraph** from the menu, click the Line and Page Breaks tab and add or remove the checks from the appropriate check boxes. Removing a manual page break, like the one we inserted back in Step 2, isn't much harder—here's how to delete a manual page break.

- 7. Switch to Normal View by clicking the **Normal View** button, found on the horizontal scroll bar at the bottom of the document window.**

Although you don't necessarily have to be in Normal view to delete a page break, page breaks are visible in Normal view—and are therefore much easier to delete.

- 8. Press **<Ctrl> + <Home>** to move to the beginning of the document.**

Since you're in Normal view, you can easily remove the manual page break you inserted.

- 9. Place the insertion point on the line that contains the **Page Break** and press the **<Delete>** key.**

The page break is deleted.

- 10. Switch back to Print Layout view by clicking the **Print Layout View** button at the bottom of the screen.**

.....Page Break.....

Page Break Indicator

Table 4-4: Paragraph Line and Page Break Options

<i>Option</i>	<i>Description</i>
Widow/Orphan control	Prevents Word from printing the last line of a paragraph by itself at the top of a page (widow) or the first line of a paragraph by itself at the bottom of a page (orphan). This option is selected by default.
Keep with next	Prevents the page from breaking between the selected paragraph and the following paragraph.
Keep lines together	Prevents the page from breaking within a paragraph.
Page break before	Inserts a page break before the selected paragraph. This is a good option for major headings.
Suppress line numbers	This prevents line numbers from appearing next to selected paragraphs if the Line Numbering option is on. This setting has no effect in documents or sections with no line numbers.
Don't hyphenate	Excludes a paragraph from automatic hyphenation.

 **Quick Reference**

To Insert a Manual Page Break:

- Place the insertion point where you want to insert the page break and press **<Ctrl> + <Enter>**.

To Delete a Page Break:

- Place the insertion point on the line that contains the page break and press the **<Delete>** key.
- It's easier to delete a page break if you're in **Normal View**.

To Adjust the Line and/or Page Break Settings for a Paragraph:

1. Select the paragraph and select **Format** → **Paragraph** from the menu and click the **Line and Page Break** tab.
2. Select the line and/or page break options for the selected paragraph and click **OK**.