

Using Page Breaks

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

Start a new page

1. Place the insertion point where you want to begin a new page.
2. Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.

Word inserts a page break at the insertion point, and any page contents that appear after the insertion point appear on the new page.

Other Ways to Insert a Page Break:

Press **<Ctrl> + <Enter>**. Or, click the **Page Layout** tab on the Ribbon and click the **Breaks** button in the Page Setup group. Select **Page Break** from the list.

- ✓ **Tip:** To remove a page break, view the document in Draft view, select the page break, and press **<Delete>**.

Insert a blank page

Use this command to insert a blank page anywhere in a document.

- Click the **Insert** tab on the Ribbon and click the **Blank Page** button in the Pages group.

Word inserts a blank page at the insertion point. The blank page is really just two page breaks.

Use paragraph line and page breaks

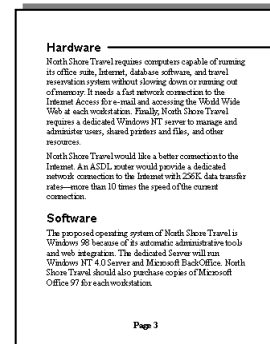
You can also control pagination with paragraph formatting. For example, you can make sure paragraphs appear on the same page without being on separate pages, or make sure a paragraph always starts on a new page.

1. Select the paragraph(s) to which you want to add pagination formatting.
2. Click the **Page Layout** tab on the Ribbon and click the **Dialog Box Launcher** in the Paragraph group.
The Paragraph dialog box appears.
3. Click the **Line and Page Breaks** tab and select the pagination and formatting options you want to use. When you're finished, click **OK**.

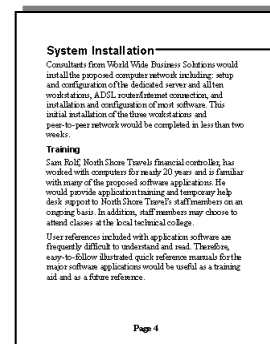
The formatting options are applied to the selected paragraph(s).

Exercise

- **Exercise File:** FormatPage5-4.docx
- **Exercise:** Go to Page 5 of the exercise file. Insert a page break so that the PowerPoint article begins at the top of Page 6. Add “Keep with next” paragraph formatting to the “Creating a rule using the Rules Wizard” heading at the bottom of page 6 so that the heading is on the same page as the following paragraph.



The **Keep with next** option keeps this paragraph on the same page as the next paragraph.



The **Page break before** option inserts a page break before this paragraph.

Table 5-1: Paragraph Line and Page Break Options

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.