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**When to use page breaks** (where to find: **Insert tab > Pages group >  Page Break**)

In a long document and even short documents that go through lots of revisions, there are a variety of ways to control pagination that make the process automatic. Manual page breaks only serve to make the process harder.

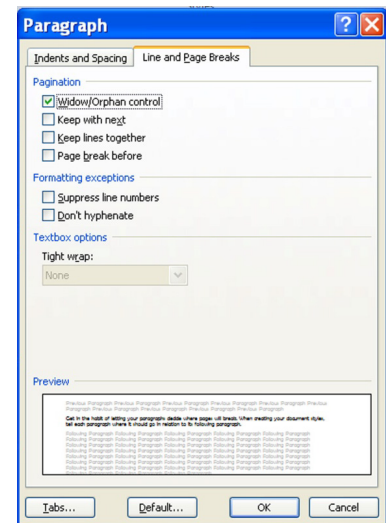
Try to use page breaks only when

- An object (such as a figure or table) is meant to stand alone on a page and you don't have the time to look for the correct way to make this happen
- A document is short and not going to be revised more than once or twice
- The client is never going to get the Word version of the document

**What to do instead of inserting page breaks** (where to find: **Home tab > Paragraph group > Dialog Box Launcher > Line and Page Breaks and > Indents and Spacing**)

Get in the habit of letting your paragraphs decide where pages will break. When creating your document styles, assign the options each type of paragraph needs to make pagination as automatic as possible.

- **Normal** is the default style for every new document. Make sure that it has **Widow/Orphan control** checked. Since most styles are based on **Normal**, this means new styles you create will have this checked. This command means you will never have a single line of a paragraph at the top or the bottom of a page.
- When using heading styles for chapter and section titles, make sure **Keep with next** is checked (Word usually has this checked as a default for all heading styles). This command means the title of a section will always stay on the same page as the paragraph that follows it. However, if you are in the habit of hitting the enter key twice after every paragraph, this command won't help you because that extra blank paragraph you insert **IS** the paragraph that follows the **Keep with next** command. (*Bonus tip:* if you apply the **Keep with next** command to all but the last row of a table, the table will stay together on one page. This also applies to any notes at the end of the table.)
- When you run across a paragraph that splits at the bottom of a page and you don't want it to, manually insert the **Keep lines together** command. Place your cursor anywhere in the paragraph and click on the command and then **OK**.
- When you know that you want a chapter or section to start on a new page (e.g., 1.0, 2.0), modify that heading style (usually **Heading 1**) to include the **Page break before** command.



One of the most important ways to keep pagination simple is by **NOT** hitting the enter key twice at the end of a paragraph. You can solve this problem by assigning a **Spacing After** amount to the **Body Text** style (my recommended default style for all standard paragraphs) so that when you press **Enter** at the end of the paragraph you will see the space and not be tempted to press **Enter** again. (Remember, a paragraph is each and every paragraph mark (¶) you see when using the **Show/Hide ¶** command.)

### **When to use section breaks**

Insert a section break only when a section will have a change in

- Margins
- Paper orientation (portrait vs landscape)
- Paper size (8-1/2 x 11 vs 11 x 17)
- Header or footer
- Number of columns

**DO NOT** use a section break unless you absolutely need to. The information between two section breaks contains specific commands relevant to that section only. If that information is no different than the information before the starting break or after the ending break, section breaks are not only superfluous but cause extra work when editing headers and footers not to mention a variety of other settings.

**Which section break to use** (where to find: [Page Layout tab > Page Setup group > Breaks > Section Breaks](#))

- **Next page**—Starts the new section on the next page (e.g., when changing orientation from portrait to landscape)
- **Continuous**—Starts the new section on the same page (e.g., when formatting one column on the top of the page and two columns on bottom)
- **Even page**—Starts the new section on the next even-numbered page (used specifically for double-sided documents)
- **Odd page**—Starts the new section on the next odd-numbered page (used specifically for double-sided documents)

**Special note:** When changing from 8-1/2 x 11 to 11 x 17 page size in a double-sided (duplexed) document, you must use an **Odd page** break before the first and immediately following the last 11 x 17 page so that the document will print correctly.

### **What you especially need to remember about section breaks**

Keep in mind that a section break mark contains the section formatting of the text that precedes it. If you delete a section break, the preceding text becomes part of the following section and inherits its section formatting. For example: section 2 is portrait, section 3 is landscape, and section 4 is portrait. If you remove the section break between sections 2 and 3, the two sections become one section and the pages will all be landscape. Note that the last paragraph mark (¶) in the document controls the section formatting of the last section in the document—or of the entire document if it consists of only one section.

