Using Section Breaks in Word 2013 to Control Different Areas of Your Document

Contents

Working with Breaks and Sections ................................................................. 2
Inserting Breaks ......................................................................................... 2
Viewing Breaks ......................................................................................... 3
Section Number on Status Bar ................................................................. 3
Jumping to Sections Via GoTo ................................................................. 3
Removing Breaks .................................................................................... 3
Section Breaks and Formatting .............................................................. 4
Types of Section Breaks ......................................................................... 4
Formatting a Section .............................................................................. 4
Creating Different Headers or Footers for Parts of a Document .......... 5
Working with Breaks and Sections

**PAGE BREAKS** are used to begin a new page or to ensure that a chosen piece of text will remain at the top of a new page regardless of how much text is typed or deleted in the pages before. For example, page breaks are used to ensure that each chapter title of a report or thesis begins on a new page. One common mistake people make is to use the RETURN key on the keyboard repeatedly to make new chapters begin on new pages but this usually leads to disaster when they start editing the document afterwards since the addition or removal of lines of text will move the headings lower down on the page or pull them onto a previous page.

**SECTION BREAKS** are used to divide documents up into sections and this allows each section to be formatted as a separate entity. For example, a newsletter may require different column layouts in different parts, or a report may require charts presented in landscape layout in the middle few pages (see diagram below). Sections can be as small as a paragraph or as big as the whole document. They may start on a new page or within a page (requires continuous break).

**COLUMN BREAKS** are used when you have more than one column set up on a page and you wish to move from one column to the next.

**Inserting Breaks**
This is done not through the Insert tab but the Page Layout tab as it is a vital element to help with page layout and structure.

1. Go to the Page layout tab and locate the Page Setup group.
2. Click on the Breaks command button
3. Select the break you require from the list of options and click OK

**TIP:**
A shortcut for inserting a page break is CTRL+RETURN
**Viewing Breaks**

You may not immediately see the positions of the page breaks and section breaks. Try one or both of the methods below to get the breaks you are after to display.

- Change to **Draft** view
- Switch on the **Show/Hide** button (Home tab, Paragraph group)

### Summary of what is displayed and when:

<table>
<thead>
<tr>
<th>Break Type</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Breaks</td>
<td>- in Print Layout view when Show/Hide is on</td>
</tr>
<tr>
<td></td>
<td>- in Draft view when Show/Hide is on</td>
</tr>
<tr>
<td>Section Breaks</td>
<td>- in Print Layout view when Show/Hide is on</td>
</tr>
<tr>
<td></td>
<td>- in Draft view when Show/Hide is on</td>
</tr>
<tr>
<td></td>
<td>- in Draft view when Show/Hide is off</td>
</tr>
</tbody>
</table>

Section breaks will be indicated by double lines across the screen, the page and column breaks by a single line. Each is clearly labeled.

---

**Section Number on Status Bar**

It is possible to customize the status bar to display which section the cursor is currently clicked in. This can help you identify if you are editing/formatting in the correct section. To do this:

1. Right click the status bar.
2. Select **Section** from the drop down list

---

**Jumping to Sections Via GoTo**

1. Press **CTRL+G** to open the Go To dialogue box
2. Select **Section** from categories on left, type the number of the section into the window on the right and click **GoTo**.

---

**Removing Breaks**

All breaks can be removed by selecting these lines in Draft view or with the Show/Hide switched on and pressing the **DELETE** key.
NOTE:
When you delete a section break, you also delete the section formatting for the text in the section above it. That text in the above section becomes part of the following section, and it assumes the formatting of that section.

Section Breaks and Formatting
A section break is a mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers.

Types of Section Breaks
When inserting a section break you can select which type of new section break you require:

- **Next page** starts the next section and breaks the page so that the new section starts at the top of the new page
- **Continuous** starts the new section on the same page without inserting a new page
- **Odd page** and **Even page** begins the new section on the next odd or even page, useful for new chapters if you will be printing on double sided paper and wish all chapters to start on one particular side.

Formatting a Section
To format a section click anywhere in that section, call up the appropriate dialogue box, make the necessary alternations and then select to apply to **This section** only.

Examples of formatting you may wish to carry out to only one section include:

- Changing margins
- Changing paper size/orientation
- Page borders
- Text alignment
- Headers and footers
- Columns
- Page numbering
- Line numbering
- Footnote and Endnotes
Creating Different Headers or Footers for Parts of a Document

You may wish to have a different header for each chapter of a document, such as the chapter name on all the pages of that chapter.

1. Insert section breaks to divide up your document into separate sections (see chapter above)

2. Click in the section for which you want to create a different header or footer (Not necessary for first section)

3. Go to the Insert tab, locate the Header & Footer group and click on either the Header or Footer command buttons

4. Select the option to Edit Header or Edit Footer and you will see something similar to that below.

   ![Footer is clearly labeled as being of a different section.](image)

   By default every sections’ header or footer will be Same as Previous, i.e. it is linked to the previous section footer and so it is identical to the previous section footer.

5. On the Design contextual tab locate the Navigation group and then the Link to Previous button

   NOTE:
   When the Link to Previous button is blue it means there is a link between the current section and previous section, when it is grey is means there is no link.

6. Click on the blue Link to Previous button. This breaks the connection between the header (or footer) in the current section and the header (or footer) in the previous section.

   You are now free to type your new header or footer without it affecting the previous section header or footer.
Worksheet Exercises – Different Headers and Footers for Different Sections

1. You are now going to put each chapter into a separate section, add a different header to each, and continuous page numbering across the footers

a) Open (O:) \ ICS \ Word 2007 \ FINALLY
Check that there are 3 chapters in this document (TIP: use Document map) and that they are formatted with style Heading 1

b) Prepare the document by putting each chapter into a separate section
   i) Locate the ‘Chapter 2’ title and insert a Next page section break just before it. Chapter 2 should now be in section 2
   iii) Locate the ‘Chapter 3’ title and insert a Next page section break just before it. Chapter 3 should now be in section 3

c) Set different headers and footers for different sections:
   i) Click anywhere in the first chapter/section
   ii) Display the headers and footers
   ii) For this section type Chapter 1: Methods in the header and align it right. Also set up page numbering in the footer
   iii) Use the Next Section button (Design tab, Navigation group) to jump to the next section

iv) Go to the header of this section. By default this section header will be set to be Same as Previous. BEFORE YOU DO ANY TYPING YOU MUST BREAK THIS LINK TO PREVIOUS in order to be able to set a different header in section 2 from section 1.

   If you look at the Link to Previous button (Design tab, Navigation group) you will see that it is activated or switched on. Break the link by clicking on this button to switch it off.

v) Now you can type Chapter 2: Results into this header.

vi) Go to the footer of this section. By default this section footer will be set to be Same as Previous and will have page numbering already set in it. This is good as you wish to have continuous page numbering throughout your document, i.e. as this footer is same as previous it will have whatever you entered in the section 1 footer.
(TIP: If you were in a section that was the appendix and you required page numbering in roman numerals beginning from 1 you would break the link to previous here.)

vii) Use the **Next Section** button to jump to the next (third) section.

viii) Now repeat steps iv) to vi) to process the third section, only this time you will type **Chapter 3: Conclusions** in the header.

ix) Come out of the headers and footers view and check over all sections of your document to make sure everything is as it should be.

---

2. **Three pages are required at the start of the document, (for titles, Toc, etc). These pages are to have no page numbering. Also, Chapter 1 needs to start page numbering from 1.**

   a. Click just before Chapter 1 and insert a Next page Section break.
   
   b. Click in the new page created above Chapter 1 and insert 2 page breaks. You now have a new section above Chapter 1 with 3 blank pages.
   
   c. Type a brief title in the first page, the title **ToC** in the second page and **Acknowledgements** in the third page.
   
   d. Go to the Chapter 1 footer (should be section 2) and break the link to previous. Now format the page numbering to start at 1.
   
   e. Go to the first section of the document (i.e. any of the first 3 pages) and go to the footer. Now remove the page numbering.

---

3. **The last chapter is now to be the Appendix. Page numbering needs to start from 1 and have Roman numeral formatting.**

   a. Go to the Chapter 3 title in the document and change it to say ‘Appendix’.
   
   b. Go to the header in Chapter 2 and change it to say ‘Appendix’.
   
   c. Go to the footer of this section (should be section 4) and break the link to previous.
   
   d. Format the page numbering to start from 1 and to have the Roman numeral formatting.