

# Create section/ page breaks

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- 1 **Types of page breaks**

There are three types of page breaks, automatic, manual or forced and section breaks. Word creates automatic page break leaving room for the header and footer. Manual or forced page break is created by the operator to force a page break at a certain point in the document. Section break is created by the operator to format it differently from the previous section.
- 2 **How to create hard page break**

Whenever there is a need to create a hard or forced page break, select INSERT, BREAK, PAGE BREAK. That will create a page break leaving all the formatting, page numbering, page orientation, etc. same.
- 3 **How to create section breaks**

To insert hard page break, select INSERT, BREAK, PAGE BREAK and to insert section break, select INSERT, BREAK and SECTION BREAK TYPE. NEW PAGE is the kind of section break used for most commonly used reasons.
- 4 **Why to create section breaks**

Section break is inserted in the document for many different reasons. Some of the very common reasons are whenever there is a need to restart page numbering, change page orientation, create a different header or footer one. There are many more reasons when there will be a need for creating section break.
- 5 **How to delete section breaks**

To delete section break click on the section break and delete it. Deleting section break affects the document. When the section break is deleted the formatting for that section such as page orientation, header and footer are lost and the formatting for the following section applied to that section.
- 6 **How to use section numbers with page numbers**

When there are different sections in the document with section headings, heading numbers can be used in combination with the page numbers such as 1-1, 2-1, 3-1, etc. where first digit refers to section number following a dash and then page number. At the end of each section, page numbering is discontinued and started again with the new section number. To do this, select INSERT, PAGE NUMBERS, FORMAT and check mark the box which says INCLUDE CHAPTER NUMBER. If there are no section breaks and no headings in the document, error message box to that effect will appear.