

Word 2016: Using Section Breaks

Table of Contents

Sections.....	1
Paper Size and Orientation.....	5
Headers and Footers.....	6

Section formatting allows you to apply different page layout settings within the same document. For example, you can change the following formats for each section:

- Margins
- Paper size or orientation
- Page borders
- Vertical alignment
- Headers and footers
- Columns
- Page numbering
- Footnotes and endnotes

Sections

Section breaks are used to divide the document into sections. Once section breaks are inserted, you can format each section separately. For example, format a section as a single column for the introduction of a report, and then format the next section as two columns for the report's body text.

Different types of section breaks:

- **Next page** inserts a section break and starts the new section on the next page
- **Continuous** inserts a section break and starts the new section on the same page
- **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page

When working with section breaks it is advised to turn on the formatting marks so you can see the section breaks in the document.

- Click the **Show/Hide button**  in the **Paragraph** group

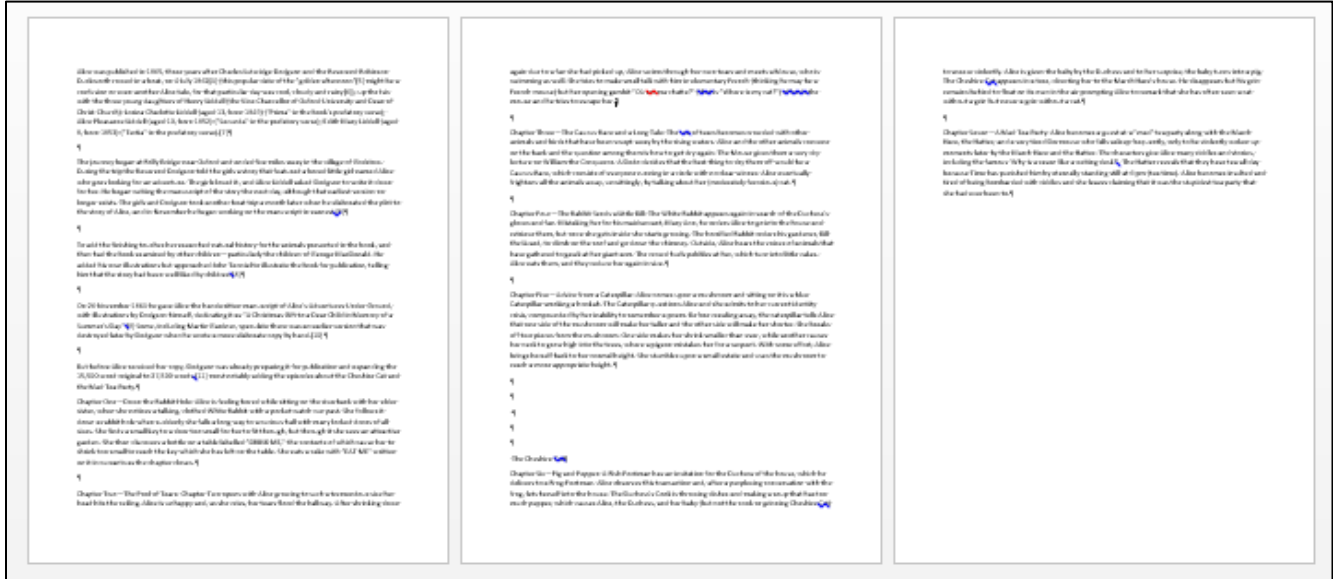
When working with sections it is important to check the **status bar** to see what section you are working in before you apply any formatting. The status bar is located at the bottom of the screen.

SECTION: 1 PAGE 1 OF 3 1190 WORDS 

NOTE: If the section numbers do not appear on the status bar:

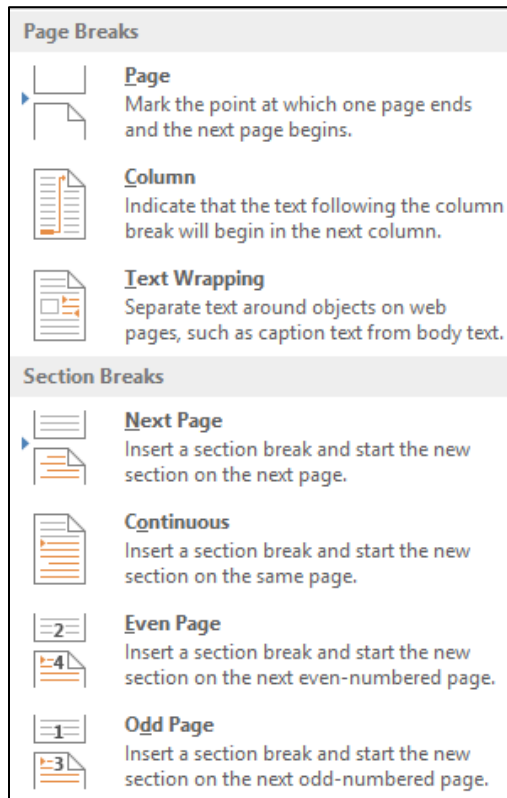
- 1) Right-click on the **status bar**
- 2) Click on **Section**

The following is an example of a document before any section formatting. Note that the entire document is formatted as one column (one section).

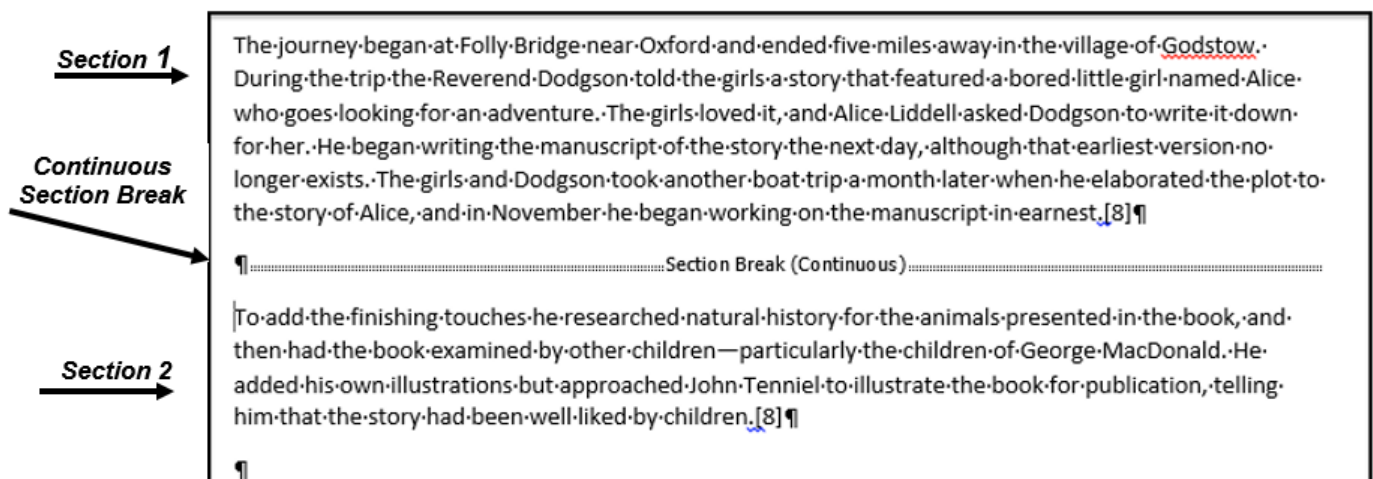


To format only a section of the document into two columns you must insert section breaks at the beginning and at the end of the section to be formatted.

- 1) Click at the beginning of the text that will begin the new section
- 2) Click on the **Layout** tab
- 3) Click on **Breaks**
- 4) Under **Section Breaks** click **Continuous**



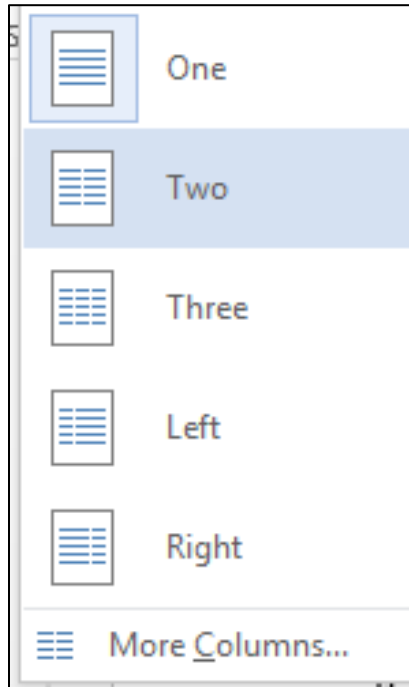
Selecting **Continuous** will allow the text to remain on the same page, yet be a separate section.



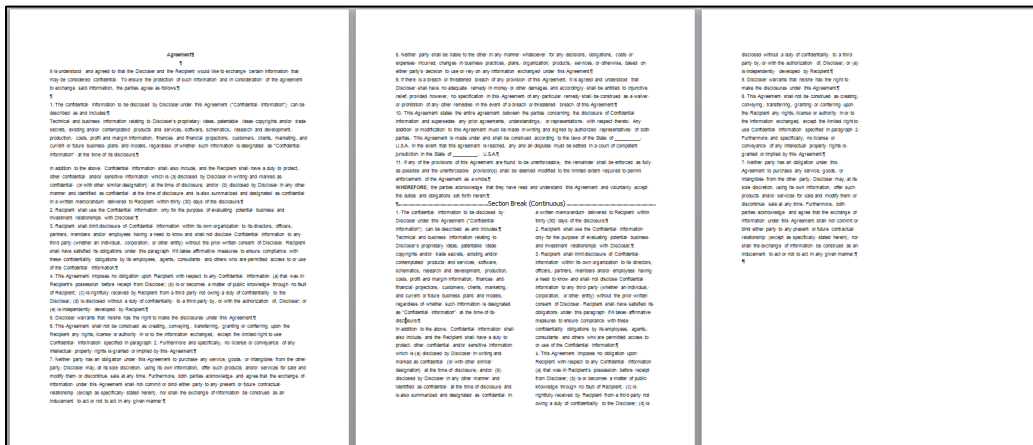
The document is now divided into two sections. Above the Section Break line is **Section 1**; below the Section Break line is **Section 2**.

To Format Section 2 into Two Columns:

- 1) Check the **Status Bar** to confirm that you are in **Section 2**
- 2) Click on the **Layout** tab
- 3) Click on **Columns**
- 4) Click on **Two**



A section break needs to be inserted to specify the end of the section and return page 3 to one column.

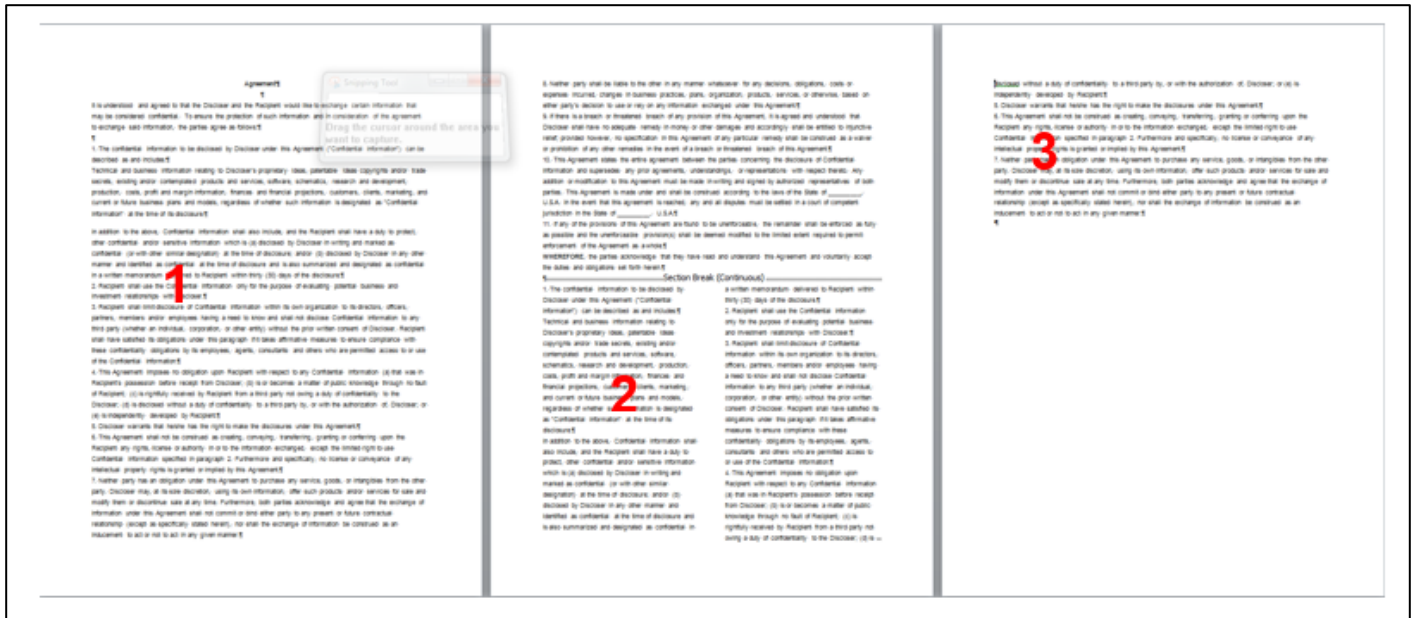


To Return Page 3 to the Original One Column Formatting:

- 1) Click at the bottom of page 2
- 2) Click on the **Layout** tab
- 3) Click on **Breaks**
- 4) Click on **Next Page**

To Return Page 3 to One Column Formatting:

- 1) Click on page 3 and confirm that you are in **Section 3**
- 2) Click the **Layout** tab
- 3) Click on **Columns**
- 4) Click on **One**

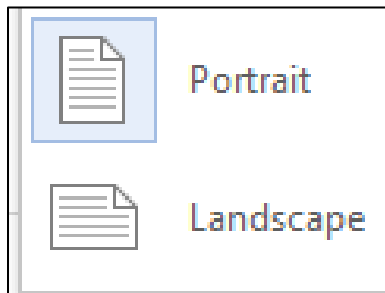


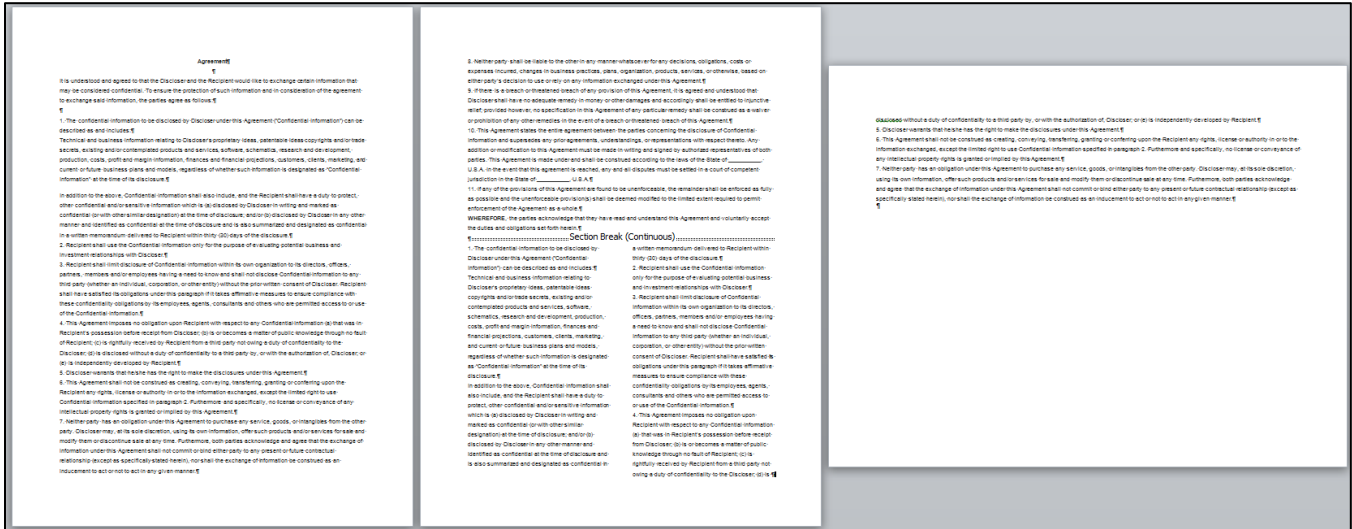
Now that page 3 is a separate section, additional page formatting may be applied.

Paper Size and Orientation

To Change the Orientation of Page 3 to Landscape:

- 1) Check the **Status Bar** to confirm that you are in **Section 3**
- 2) Click on the **Layout** tab
- 3) Click on **Orientation**
- 4) Click on **Landscape**





Headers and Footers

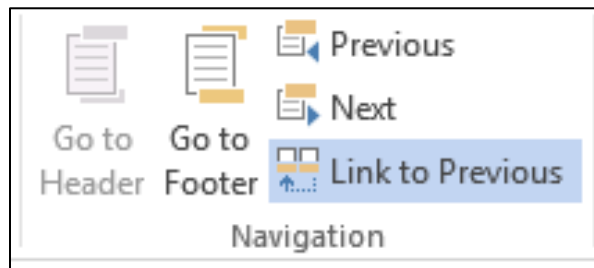
There are instances when different headers and footers are needed within the same document. *For example:* to apply a header on page 3 that is different from the header on pages 1 and 2.

To Create a Header on Pages 1 and 2:

- 1) Starting on page 1, section 1, click on the **Insert** tab
- 2) Click on **Header** in the **Header & Footer** group
- 3) Choose a style for the header
- 4) Click in the **Header – Section 1** area and type the header information

To Add a Different Header on Page 3:

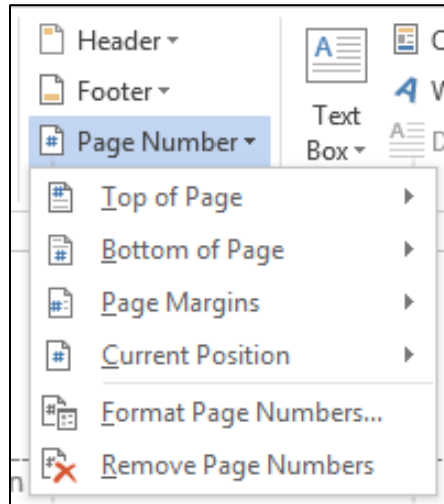
- 1) Click in the **Header – Section 3** area on page 3
- 2) Turn off **Link to Previous** in the **Navigation** group on the **Header & Footer Tools** tab



- 3) Type a new header for page 3

To Add Page Numbers on Page 1 and 2:

- 1) Starting on page 1, click on the **Insert** tab
- 2) Click on **Page Number** in the **Header & Footer** group
- 3) Highlight **Bottom of Page**
- 4) Choose the style and location for the page number



To Change the Starting Number on Page 3 to read Page 1:

- 1) Highlight the page number in the **Footer – Section 3** area
- 2) Click on **Page Number** on the **Header & Footer Tools** tab
- 3) Click on **Format Page Numbers**
- 4) Under **Page numbering** select **Start at:**
- 5) Type the page number that you want page 3 to start with
- 6) Click on **OK**

