Word 2016: Using Section Breaks

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

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.
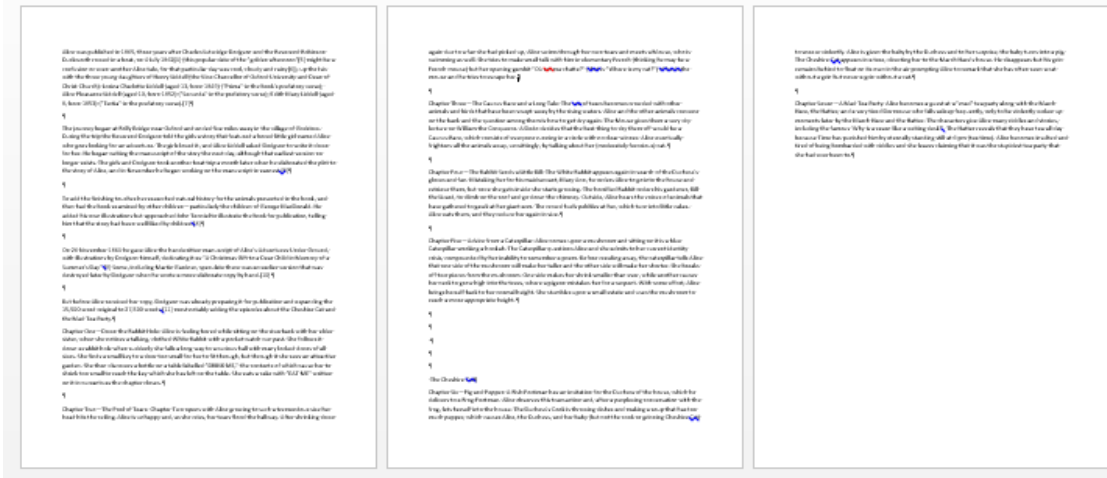
SECTION: 1   PAGE 1 OF 3   1190 WORDS

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
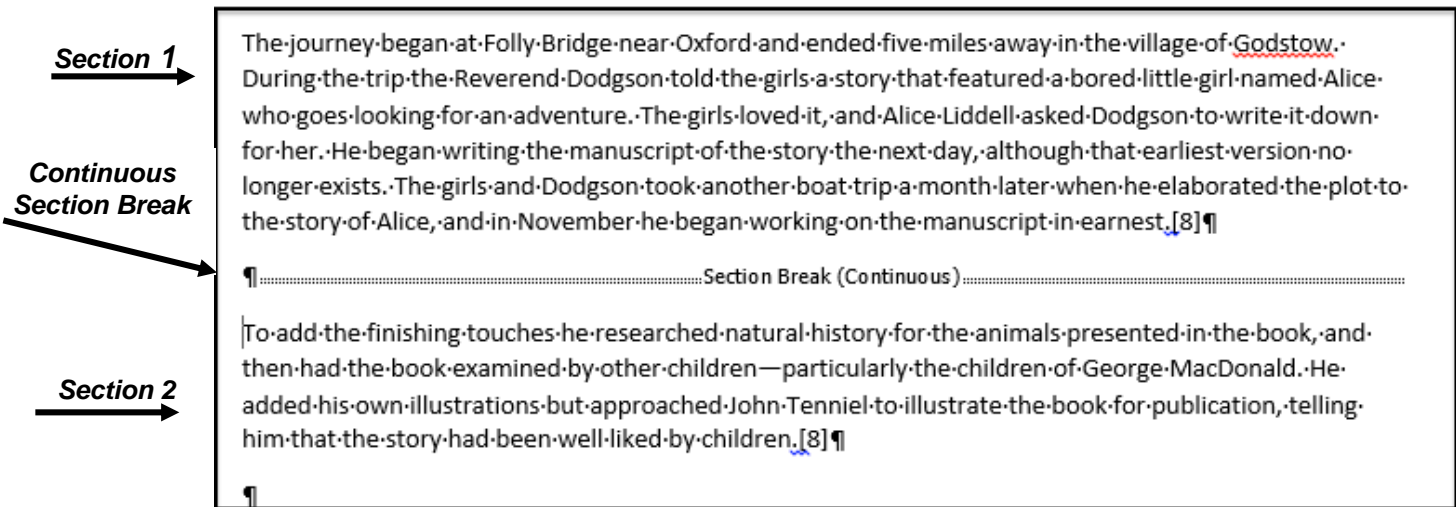3) Click on **Breaks**
4) Under **Section Breaks** click **Continuous**

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

Section 1 →

The·journey·began·at·Folly·Bridge·near·Oxford·and·ended·five·miles·away·in·the·village·of·Godstow.·
During·the·trip·the·Reverend·Dodgson·told·the·girls·a·story·that·featured·a·bored·little·girl·named·Alice·
who·goes·looking·for·an·adventure.·The·girls·loved·it,·and·Alice·Liddell·asked·Dodgson·to·write·it·down·
for·her.·He·began·writing·the·manuscript·of·the·story·the·next·day,·although·that·earliest·version·no·
longer·exists.·The·girls·and·Dodgson·took·another·boat·trip·a·month·later·when·he·elaborated·the·plot·to·
the·story·of·Alice,·and·in·November·he·began·working·on·the·manuscript·in·earnest.[8]¶

Continuous Section Break ↘

¶ ·······································Section Break (Continuous)·······································

To·add·the·finishing·touches·he·researched·natural·history·for·the·animals·presented·in·the·book,·and·
then·had·the·book·examined·by·other·children—particularly·the·children·of·George·MacDonald.·He·
added·his·own·illustrations·but·approached·John·Tenniel·to·illustrate·the·book·for·publication,·telling·
him·that·the·story·had·been·well·liked·by·children.[8]¶

Section 2 →

¶

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**

- One
- Two
- Three
- Left
- Right
- More Columns...
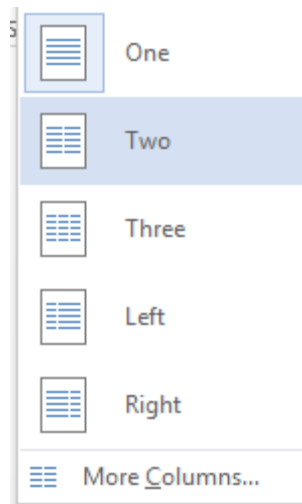
A section break needs to be inserted to specify the end of the section and return page 3 to one column.

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**
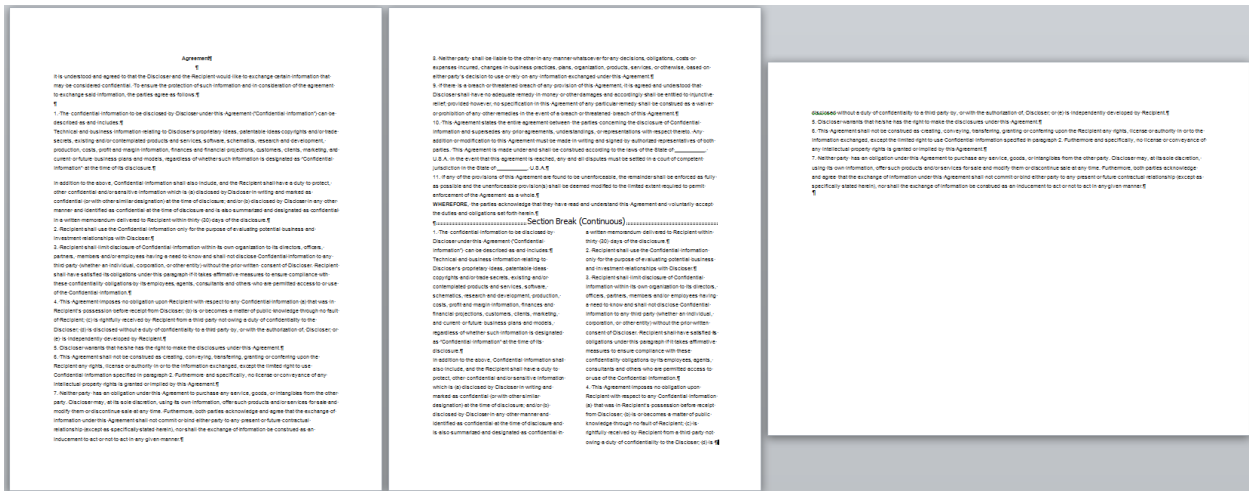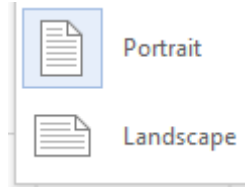2) Click the **Layout** tab
3) Click on **Columns**
4) Click on **One**

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
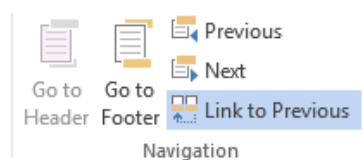
3) Type a new header for page 3

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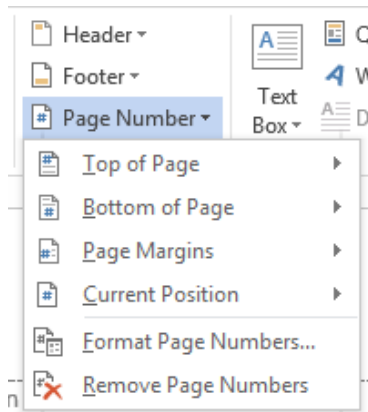1) Highlight the page number in the **Footer – Section 3** area
2) Click on **Page Number** on the **Header & Footer Tools** tab
3) Click on **Format Page Numbers**
4) Under **Page numbering** select **Start at:**
5) Type the page number that you want page 3 to start with
6) Click on **OK**