

## 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.

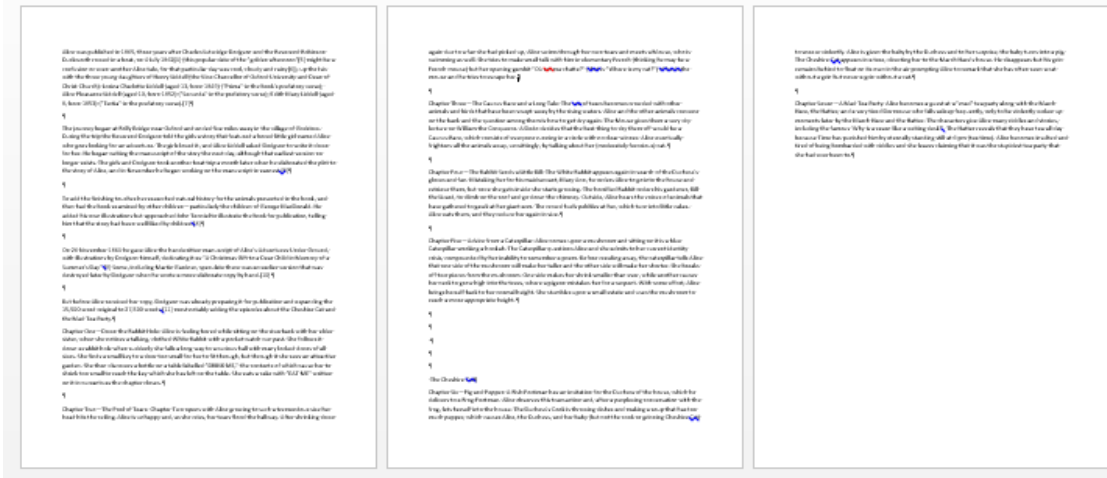


SECTION: 1 PAGE 1 OF 3 1190 WORDS 

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

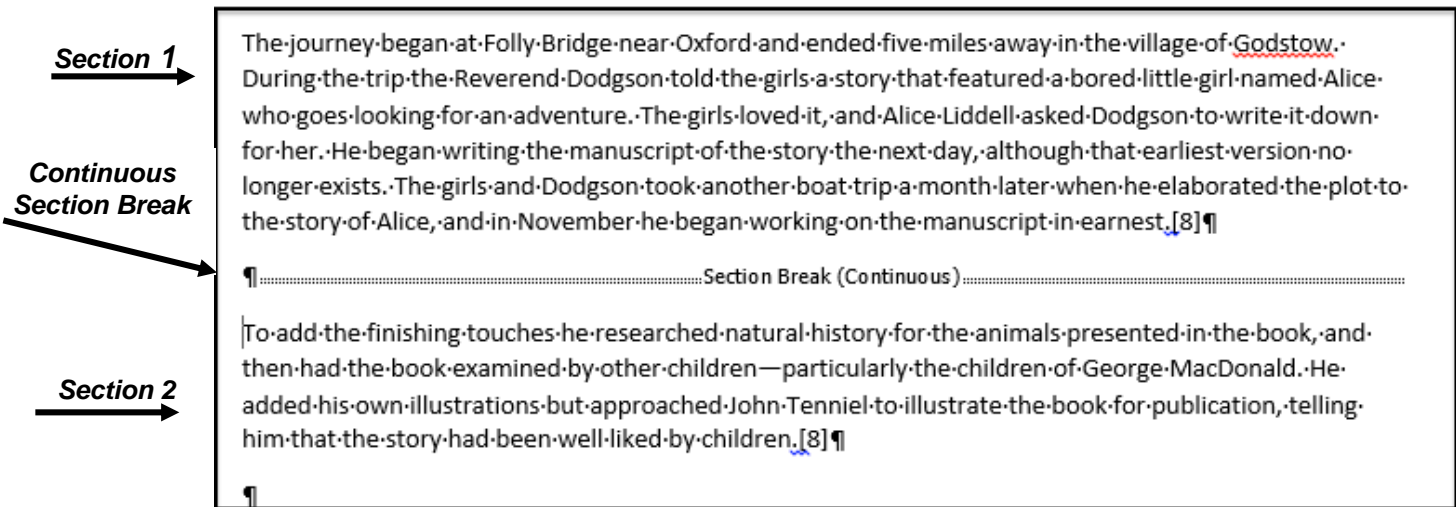
#### Page Breaks

- 
**Page**  
 Mark the point at which one page ends and the next page begins.
- 
**Column**  
 Indicate that the text following the column break will begin in the next column.
- 
**Text Wrapping**  
 Separate text around objects on web pages, such as caption text from body text.

#### Section Breaks

- 
**Next Page**  
 Insert a section break and start the new section on the next page.
- 
**Continuous**  
 Insert a section break and start the new section on the same page.
- 
**Even Page**  
 Insert a section break and start the new section on the next even-numbered page.
- 
**Odd Page**  
 Insert a section break and start the new section on the next odd-numbered page.

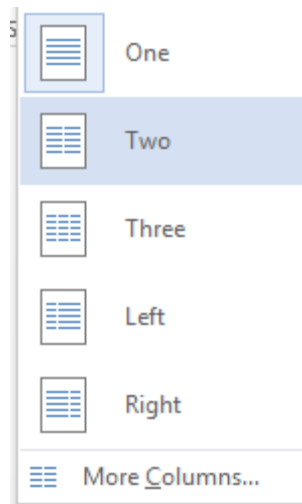
Selecting **Continuous** will allow the text to remain on the same page, yet be a separate section.



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.

<p>Agreement</p> <p>It is understood and agreed that the Discloser and the Recipient would like to exchange certain information that may be considered confidential. To ensure the protection of such information and in consideration of the agreement to exchange such information, the parties agree as follows:</p> <p>1. The confidential information to be disclosed by Discloser under this Agreement ("Confidential Information") shall include but not be limited to:</p> <p>(a) technical and business information relating to Discloser's proprietary ideas, patents, trade secrets, know-how, processes, products, methods, software, systems, databases, and other confidential information, including but not limited to, research and development, production, sales, profit and margin information, financial and financial projections, customer, client, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure;</p> <p>(b) customer lists and names; Confidential information shall also include, and the Recipient shall have a duty to protect, other confidential and/or sensitive information which is disclosed by Discloser in writing and marked as confidential, or with the prior written designation, at the time of disclosure, and/or disclosed by Discloser in any other manner and identified as confidential, at the time of disclosure, and is also represented and designated as confidential in a written memorandum received by Recipient within 30 (30) days of the disclosure;</p> <p>2. Recipient shall use the Confidential Information only for the purpose of evaluating potential business and investment opportunities with Discloser;</p> <p>3. Recipient shall introduce Confidential Information within its own organization to its directors, officers, partners, members and/or employees having a need to know and shall not disclose Confidential Information to any third party (unless an individual, corporation, or other entity) without the prior written consent of Discloser. Recipient shall have a duty to ensure that all persons to whom Confidential Information is disclosed are bound by confidentiality obligations under this paragraph. If Discloser determines it is necessary to ensure compliance with these confidentiality obligations to its employees, agents, consultants, and others who are permitted access to or use of the Confidential Information;</p> <p>4. This Agreement requires no obligation upon Recipient with respect to any Confidential Information (a) that was in Recipient's possession before receipt from Discloser, (b) is or becomes a matter of public knowledge through no fault of Recipient, (c) is rightfully received by Recipient from a third party not owing a duty of confidentiality to the Discloser, (d) is disclosed without a duty of confidentiality to a third party, or with the authorization of Discloser, or (e) is independently developed by Recipient;</p> <p>5. Discloser warrants that neither he nor the Recipient has the right to make the disclosure under this Agreement if:</p> <p>(a) he or she or any other person, in violation of a duty of confidentiality, is or is about to disclose to a third party any Confidential Information which is or is about to be disclosed to Recipient; or (b) he or she or any other person, in violation of a duty of confidentiality, is or is about to disclose to a third party any Confidential Information which is or is about to be disclosed to Recipient;</p> <p>6. Neither party has an obligation under this Agreement to purchase any service, goods, or intangibles from the other party. Discloser may, at its sole discretion, using its non-infringing, and agree that the exchange of information under this Agreement shall not control or limit either party's right to pursue a commercial relationship, except as specifically stated herein, nor shall the exchange of information be construed as an inducement to act or not to act in any given manner;</p>	<p>6. Neither party shall be liable to the other in any manner whatsoever for any decisions, omissions, costs or expenses incurred, obligations to business practices, plans, organization, processes, services, or otherwise, based on either party's decision to use or rely on any information exchanged under this Agreement;</p> <p>7. If there is a breach or threatened breach of any provision of this Agreement, it is agreed and understood that Discloser shall have no obligation, remedy, or other damages and accordingly shall be entitled to equitable relief provided herein, no specification in this Agreement of any particular remedy shall be construed as a waiver or prohibition of any other remedies in the event of a breach or threatened breach of this Agreement;</p> <p>8. This Agreement shall be the entire agreement between the parties concerning the disclosure of Confidential Information and supersedes any prior agreements, understandings, or representations with respect thereto. Any action or modification to this Agreement must be made in writing and signed by authorized representatives of both parties. This Agreement is made under and shall be construed according to the laws of the State of _____, U.S.A. in the event that this agreement is rescinded, any and all disputes must be settled in a court of competent jurisdiction in the State of _____, U.S.A.;</p> <p>9. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforceable as fully as possible and the unenforceable provisions shall be deemed modified to the fullest extent required to permit enforcement of the Agreement as a whole;</p> <p>10. WHEREFORE, the parties acknowledge that they have read and understood this Agreement and voluntarily accept the above and foregoing, and both hereby;</p> <p>11. The Confidential Information to be disclosed by Discloser under this Agreement ("Confidential Information") shall include but not be limited to:</p> <p>(a) technical and business information relating to Discloser's proprietary ideas, patents, trade secrets, know-how, processes, products, methods, software, systems, databases, and other confidential information, including but not limited to, research and development, production, sales, profit and margin information, financial and financial projections, customer, client, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure;</p> <p>(b) customer lists and names; Confidential information shall also include, and the Recipient shall have a duty to protect, other confidential and/or sensitive information which is disclosed by Discloser in writing and marked as confidential, or with the prior written designation, at the time of disclosure, and/or disclosed by Discloser in any other manner and identified as confidential, at the time of disclosure, and is also represented and designated as confidential in a written memorandum received by Recipient within 30 (30) days of the disclosure;</p> <p>2. Recipient shall use the Confidential Information only for the purpose of evaluating potential business and investment opportunities with Discloser;</p> <p>3. Recipient shall introduce Confidential Information within its own organization to its directors, officers, partners, members and/or employees having a need to know and shall not disclose Confidential Information to any third party (unless an individual, corporation, or other entity) without the prior written consent of Discloser. Recipient shall have a duty to ensure that all persons to whom Confidential Information is disclosed are bound by confidentiality obligations under this paragraph. If Discloser determines it is necessary to ensure compliance with these confidentiality obligations to its employees, agents, consultants, and others who are permitted access to or use of the Confidential Information;</p> <p>4. 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Furthermore and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement;</p> <p>7. Neither party has an obligation under this Agreement to purchase any service, goods, or intangibles from the other party. Discloser may, at its sole discretion, using its non-infringing, and agree that the exchange of information under this Agreement shall not control or limit either party's right to pursue a commercial relationship, except as specifically stated herein, nor shall the exchange of information be construed as an inducement to act or not to act in any given manner;</p>
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### 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**

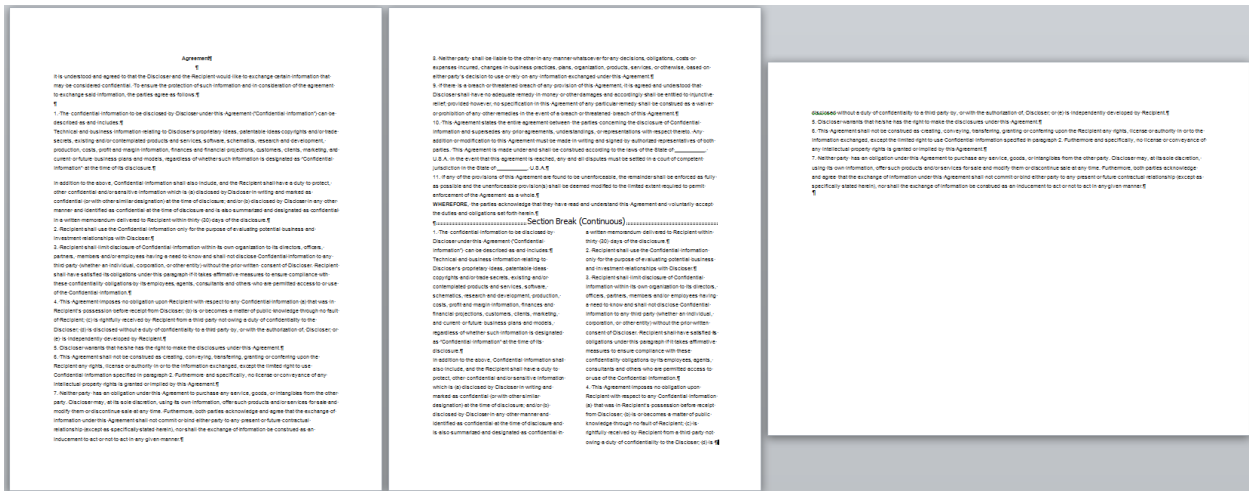
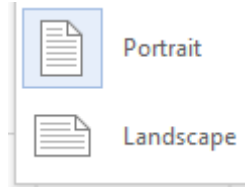
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This Agreement is made under and shall be construed according to the laws of the State of _____, U.S.A. in the event that this agreement is rescinded, any and all disputes must be settled in a court of competent jurisdiction in the State of _____, U.S.A.;</p> <p>9. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforceable as fully as possible and the unenforceable provisions shall be deemed modified to the fullest extent required to permit enforcement of the Agreement as a whole;</p> <p>10. WHEREFORE, the parties acknowledge that they have read and understood this Agreement and voluntarily accept the above and foregoing, and both hereby;</p> <p>11. 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Now that page 3 is a separate section, and another 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.

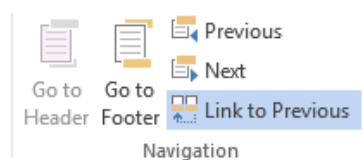
*For example:* to apply a header on page 3 that is different from the header on pages 1 and 2.

## 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:

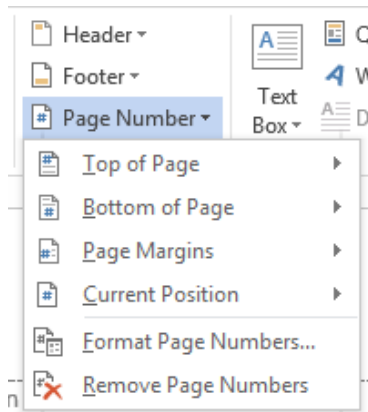
- 1) Click in the **Header – Section 3** area on page 3
- 2) Turn off **Link to Previous** in the **Navigation** group on the **Header & Footer Tools** tab



- 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**

