



Page Break

By Mark Gillan

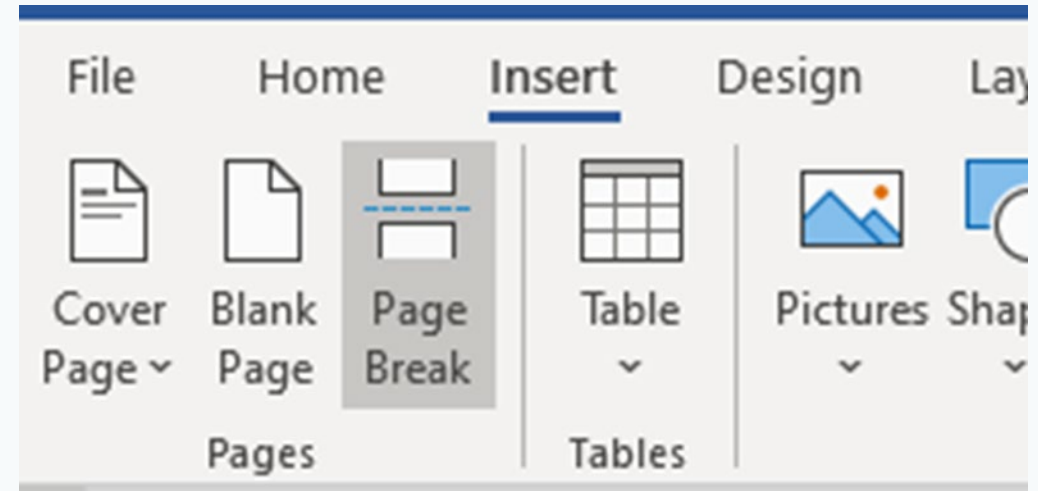
Page Break

- To insert a page break, two ways it can be done, the first to be shown here will be the easiest:

Insert tab > Pages grouping > Page Break button

Layout tab > Page setup grouping > Break > Page break

- There can come times when the user wants to have certain content moved to the next page and always remain on the next page
- Page Break can be inserted to instruct the document to always place the content after the Page Break on the next page
- Content can be pushed onto the next page using Page Break, even when other content is inserted just before it, it will always remain at the top of the next page after inserting another page all by itself without any further instructions required



Example:

Page Break required

The screenshot opposite shows a document requiring a Page Break to be inserted

The wording from “She had seen much of life, had Florence, city life, country life ...” is needed at the top of the next page

Quite often Headings and Sub-Headings can look better on a fresh page, but Page Break can be used whenever the user requires

Again, just to remind you:

Insert tab > Pages grouping > Page Break button

They were to be pioneers, modern pioneers, her and Mary, Mark and her aunt. What would life in this new land be?

Florence in the next paragraph is at the top of the next page ...

|She had seen much of life, had **Florence**, city life, country life, the wild beauty of Isle Royale in Lake Superior, and the finished beauty of France were not new to her. But Alaska! How she had thrilled at thought of it! She was thinking of all this when, of a sudden, she raised

^{vi} Yet another footnote. This one is the first within the second section of the document. It is not the first within the document and the numbering system is continuous for footnotes.

Lecturer: Mark Gillan

Section 2 Header – Endnotes & Footnotes within chapters / sections

herself on one elbow to listen. “What was that sound?” she whispered. It was faint, indistinct, disturbing.

Example: Page Break inserted

The example shown has had a Page Break instruction inserted just prior to the wording that is to be on the next page

The screenshot opposite illustrates the push onto a brand new page for content immediately after the Page Break instruction

They were to be pioneers, modern pioneers, her and Mary, Mark and her aunt. What would life in this new land be?

Florence in the next paragraph is at the top of the next page ...

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Section 2 Header – Endnotes & Footnotes within chapters / sections

She had seen much of life, had **Florence**, city life, country life, the wild beauty of Isle Royale in Lake Superior, and the finished beauty of France were not new to her. But Alaska! How

she had thrilled at the thought of it! She was thinking of all this when, one sudden, she realised

Removing an unwanted Page Break

Simply put ... delete the Page Break instruction, deletes the instruction to have a Page Break. This might not make sense at first reading, but if you consider a road sign saying stay in the right hand lane and no entry to the left hand lane, if the sign is removed then it is acceptable to drive in both lanes, the restriction has been removed. The same applies to computing, remove an instruction and the default returns.

If content is at the top of the next page and the previous page has no content / space at the bottom of the page, you no longer want a page break ... so, remove it. Deleting it will remove it.

When you see a document like the one opposite and can't understand why there is a big gap at the bottom of the top page and want to have the content all together, there is a good possibility of a break having been inserted at some point.

Delete what you don't want!

They were to be pioneers, modern pioneers, her and Mary, Mark and her aunt. What would life in this new land be?

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She had seen much of life, had **Florence**, city life, country life, the wild beauty of Isle Royale in Lake Superior, and the finished beauty of France were not new to her. But Alaska! How