Using Page Breaks in a Word Document

Page breaks are used in Word document when you want to start a new idea on a separate page.

- This tutorial is about how to insert page breaks into a Word Document.

**Step One:** Open a new Word Document or one this has already been completed.

**Step Two:** For this tutorial start with a blank document to understand the process of using PAGE BREAKS. To insert a PAGE BREAK go to the top tool bar and select the PAGE LAYOUT tab.
Step Three: Go to the section that is labeled PAGE SETUP. Select the BREAKS icon. A drop down menu will appear.

Step Four: To insert a PAGE BREAK select the first icon on the menu called PAGE.
Finish: That is how you insert **PAGE BREAKS**.

Step Five: You can do the same thing for an already completed Word document. Simply open the file you want to adjust, follow the same procedure above, except you will be sure to select the page you want to adjust first before inserting the break.
Before: In this paper I want to insert a page break between the abstract and the beginning of the paper so they appear on separate pages.

Once you follow the same steps you will see your document change. See image below for what it will look like after.
After: Page break has been inserted and beginning of paper moved to a separate page.