How to Insert a Next Page Section Breaks into a Word Document

A next page section break is used to create a new section in Word document that follows the previous page. This can be used for making chronological section breaks.

- In this tutorial you will learn how to insert a next page section break.

Step One: Open either a blank or completed Word Document. For this tutorial a completed Word document will be used to demonstrate the application.
Step Two: Select the area in your Word document where you want to make a **NEXT PAGE** section break. Click that area before the paragraph you will be moving to the next page.

Step Three: On the ribbon select the **PAGE LAYOUT** tab.

Step Four: In the **PAGE SET UP** section select the **BREAKS** icon. A drop down menu will appear.
Step Five: In the **SECTION BREAKS** section of the menu select the **NEXT PAGE** icon.

Select Next Page under the Section Breaks part of the menu.
Step Six: You will see the area you selected in your Word document move to the next page. This is an example of a NEXT PAGE sections break.