How to Insert an Even Page Break in a Word Document

An even page break will insert a section break into your Word document that happens on every even page of your document.

- In this tutorial you will learn how to use the even page break icon.

**Step One:** Open an already completed Word Document. Select the area in your document you want to move to an even page in your document.

**Step Two:** Select the **PAGE LAYOUT** on the top toolbar.

Select after the last sentence of the paragraph. This is where the even break will be inserted.

Select Page layout at the top of your toolbar.
Step Three: Select the **BREAKS** icon located in the **PAGE SET UP** section. A drop down menu will appear.

Step Four: Select the **EVEN PAGE** icon located in the **SECTION BREAK** area of the menu.
Step Five: The area you selected in your Word document will move to the first even page, in this tutorial the section moved to page two.

Before: this is where the even break will be inserted.

After: The break will appear on the first even page. For this tutorial it is page two.

Finish: That is how you insert and even page break.