How to Insert an Odd Page Break in Word Document

An odd page break will insert a section break into your Word document that will break to the next odd page in the Word document.

- In this tutorial you will learn how to insert an odd page break.

**Step One:** Open an already completed Word document.

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**Introduction**

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the United States (U.S.). The opportunity to earn a degree from a U.S.-based institution via distance is an appealing alternative for international students; the cost-benefit of not having to travel to an on-ground campus abroad is a good motivator for choosing online programs.
Step Two: Select the area in your document you want to insert and odd page break.

Step Three: On the top tool bar select PAGE LAYOUT

Step Four: Select the BREAKS icon located in the PAGE SETUP section. A drop down menu will appear.

Select either before the first sentence of the next paragraph or after the last sentence of the previous paragraph.

Select page layout at the top.

Select the breaks icon.
Step Five: On the drop down menu select **ODD PAGE** under **SECTION BREAKS**.

Select Odd page.
Step Six: On your document the area your selected will move to the first odd page, in this tutorial the section moved to page three.

Before odd page break is inserted into document.

Finish: That is how you insert odd page breaks