Adjust “Keep with next” and “Keep lines together” Options

Walden University Academic Skills Center

“Keep with next” Option

The “Keep with next” option allows writers to adjust which paragraphs always appear on the same page with a subsequent paragraph. Writers can use this option to ensure that while editing a paper, certain information always stays together on the same page.

Word provides various options for adjusting the “Keep with next” option. Writers should first highlight the paragraphs that they would like to stay on the same page as the next paragraph.

Option 1:

1. Right-click, choosing “Paragraph…”

2. In the Paragraph pop-up window, choose “Line and Page Breaks” and adjust the “Keep with next” option as needed, selecting “OK” when done

Option 2:

1. Choose the arrow in the bottom right-hand corner of the “Paragraph” menu under “Page Layout”
3. In the Paragraph pop-up window, choose “Line and Page Breaks” and adjust the “Keep with next” option as needed, selecting “OK” when done.

“Keep lines together” Option

The “Keep lines together” option allows writers to adjust which paragraphs should never be split between a page. Adjusting this option will ensure that the entire paragraph always appears on the same page.

Before adjusting this option, writers should highlight the paragraph that they would like to stay on the same page.

Option 1:

1. Right-click, choosing “Paragraph...”
2. In the Paragraph pop-up window, choose “Line and Page Breaks” and adjust the “Keep lines together” option as needed, selecting “OK” when done.

Option 2:

1. Choose the arrow in the bottom right-hand corner of the “Paragraph” menu under “Page Layout”.

3. In the Paragraph pop-up window, choose “Line and Page Breaks” and adjust the “Keep lines together” option as needed, selecting “OK” when done.