Walden University Academic Skills Center

Writers use breaks to separate sections of a paper automatically. This ensures that in the future, writers can edit and adjust the content of a paper without ruining the formatting of their sections. Word provides various kinds of breaks:

- Page: will start a new page
- Column: will start a new column on the same page
- Text Wrapping: will separate text (like captions) around objects from regular (body) text

Word provides a couple of options for inserting page breaks:

Option 1:

1. Place the cursor immediately before the text that will start the next page
2. Under the “Insert” tab choose the “Page Break” option
3. The text will now appear on the next page

Option 2:

1. Place the cursor immediately before the text that will start the next page
2. Right click, choosing “Paragraph”
3. Choose the “Line and Page Breaks” tab
4. Choose the “Page break before” option and select “OK”
5. The text will now appear on the next page