Walden University Academic Skills Center

Section Breaks

Writers use section breaks so that they can change the formatting of page numbers, headers, and columns in different sections of a paper. This option is especially useful for complicated documents like dissertations where different page number formatting is needed for different sections. Word provides options for various kinds of section breaks:

- **Next Page**: will start the new section on a new page
- **Continuous**: will start the new section on the same page
- **Even Page**: will start the new section on the next even-numbered page
- **Odd Page**: will start the new section on the next odd-numbered page

To insert a section break:

1. Place the cursor immediately before where the section break should start
2. In the “Page Layout” tab, choose the “Breaks” drop-down menu
3. Choose the appropriate break, based on the type of section that will be used