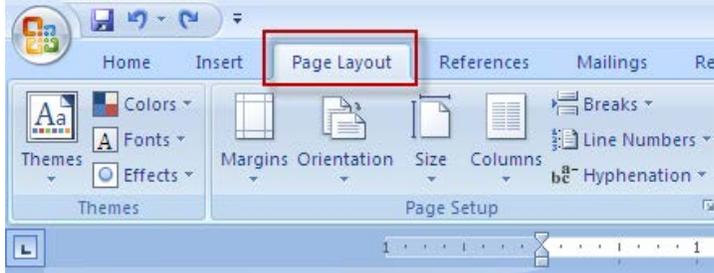
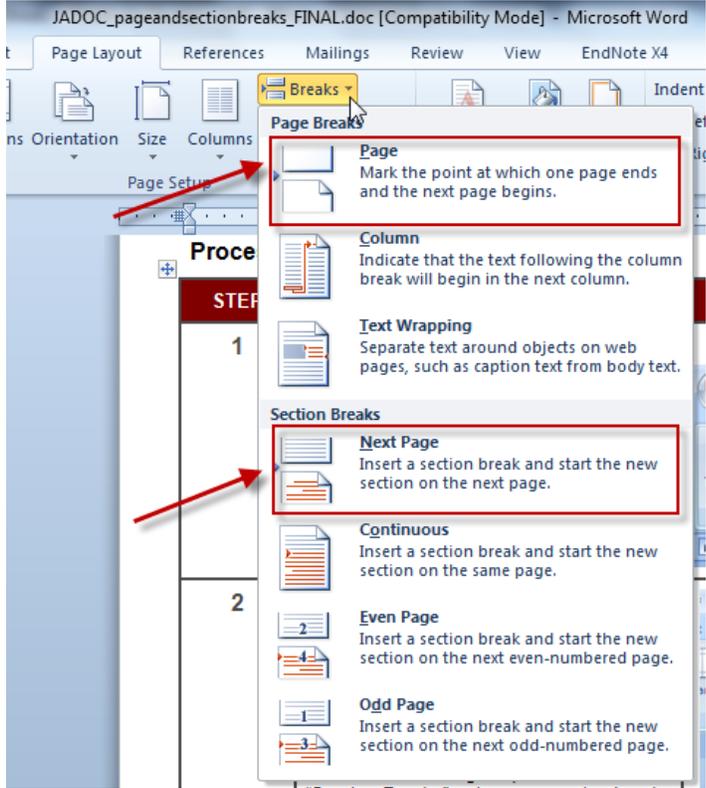


Inserting Section and/or Page Breaks

Purpose To insert a section break and/or a page break.

Process

STEP	ACTION	RESULT/RESOURCES
1	<p>Click the <i>Page Layout</i> group.</p> <p>NOTE: Be sure that that the cursor is in the body of the document not in the header or footer.</p>	 <p>The screenshot shows the Microsoft Word ribbon with the 'Page Layout' tab selected and highlighted with a red box. Other tabs visible include Home, Insert, References, Mailings, and Review. The ribbon groups 'Themes', 'Page Setup', and 'Page Layout' are visible.</p>
2	<p>In the <i>Page Setup</i> group, click the Breaks drop down menu.</p> <p>Click the "Page" option under "Page Breaks" to insert a page break.</p> <p>Click the "Next Page" option under "Section Breaks" to insert a section break.</p>	 <p>The screenshot shows the Microsoft Word ribbon with the 'Page Layout' tab selected. The 'Breaks' dropdown menu is open, showing options for 'Page Breaks' and 'Section Breaks'. The 'Page' option under 'Page Breaks' and the 'Next Page' option under 'Section Breaks' are highlighted with red boxes and red arrows. The background shows a document titled 'JADOC_pageandsectionbreaks_FINAL.doc' in Compatibility Mode.</p>