

Word 2010

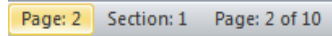
Page Numbering/Section Breaks

Overview: If you work with documents that require different document formatting within a page or between pages, then you need a full understanding of section breaks. You will also need to understand, that by default, headers and footers are linked together from one section to another, and if you want different page numbering between sections, than you must learn how to break the link.

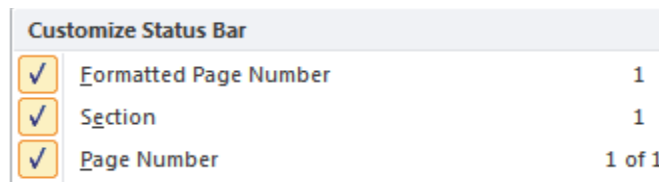
- CUSTOMIZING THE STATUS BAR
- UNDERSTANDING SECTION BREAKS
 - Inserting a Section Break
 - Types of Section Breaks
- CHANGING PAGE FORMATTING
 - Orientation
 - Vertical Alignment
- MULTIPLE HEADERS/FOOTERS
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 - Printing Specific Sections

Customizing the Status Bar

To make it easier to work with section breaks and multiple page numbering, you will need to know what page number and section number cursor is on. You can view the page number and the section number in the Status Bar.



To customize the Status Bar, right-mouse click on the status bar and select **Formatted Page Number, Section & Page Number** from the menu as shown below:



Understanding Section Breaks

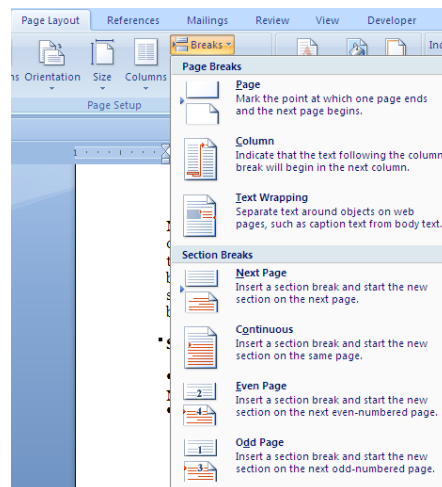
Sections are used to vary the layout of a document within a page or between pages. Any time you need to change the page formatting on the same page or between pages, you must insert a section break. After you insert a section break, you can then format each section as needed. A section break must be used to change the following in the middle of a document:

- Margins
- Paper size\Orientation
- Paper source for a printer
- Page borders
- Vertical Alignment
- Columns
- Headers/Footers (Page numbering)
- Line numbering
- Footnotes and endnotes

To change any of the options from the Page Setup dialog box in the middle of a document, you need to insert a section break at the point where you want the formatting to change.

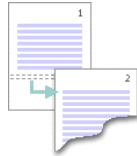
Inserting a Section Break

From the **Page Layout Tab – Page Setup Group**, click on the down arrow next to **Breaks**:



Section Break Types

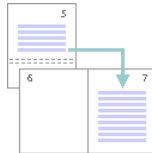
Next page inserts a section break and starts the new section on the next page.




Continuous inserts a section break and starts the new section on the same page.



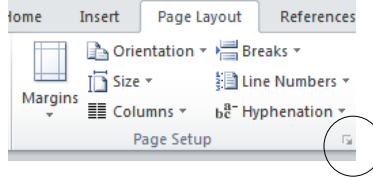
Odd page or Even page inserts a section break and starts the new section on the next odd-numbered or even-numbered page.



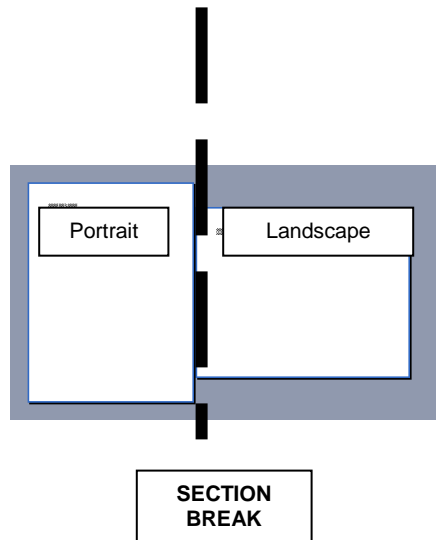
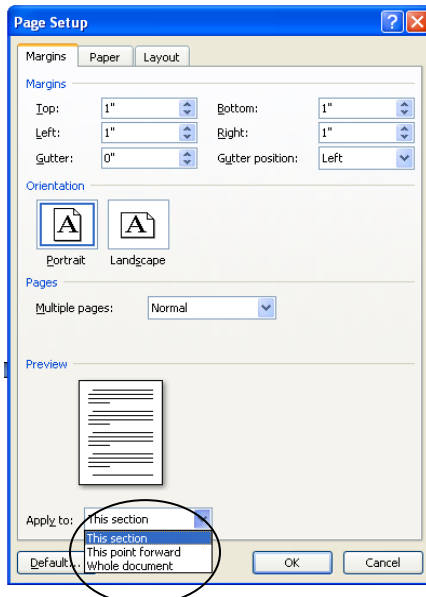
NOTE: To see the difference between a Page Break and a Section Break, Show/Hide must be enabled (Home Tab – Paragraph Group – ).

Changing Page Formatting

To change the page formatting from one section to another, place your insertion point after the section break. From the **Page Layout Tab - Page Setup Group**, click the Dialog Launcher to access the Page Setup dialog box as shown below:



Make any formatting changes and select **Apply to: This section** as shown below:



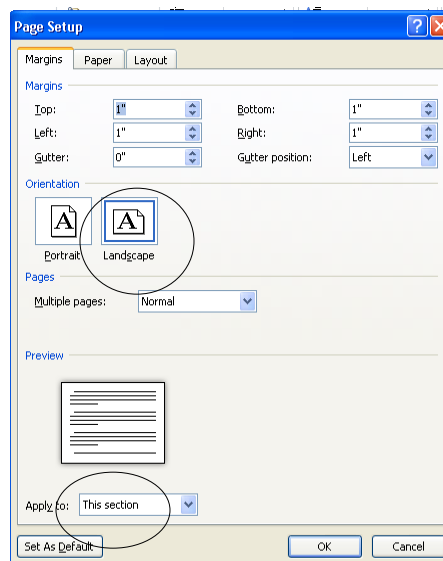
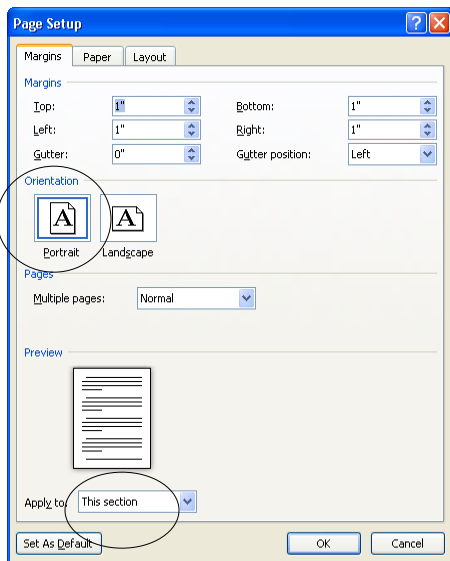
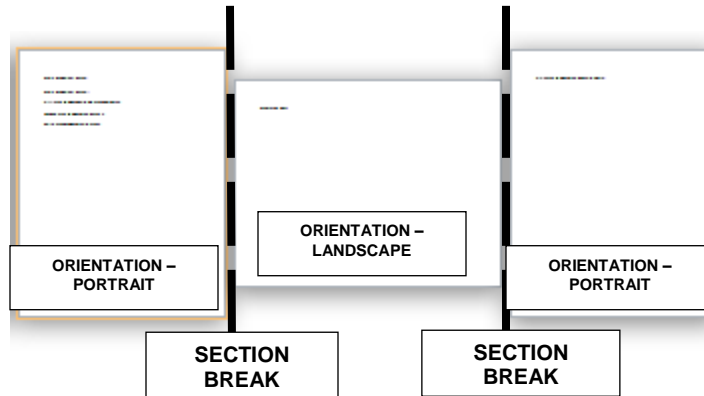
NOTE: A section break stores the formatting of the preceding section. When you delete a section break, the properties stored in the section break are deleted. The text that preceded the deleted section break assumes the properties of the next section break.

As shown in the example above, if the section break was deleted, the first section where the orientation is currently portrait, would change to landscape, since the orientation of the following section was landscape.

WORD FORMATS FROM THE BOTTOM OF THE DOCUMENT TO THE TOP.

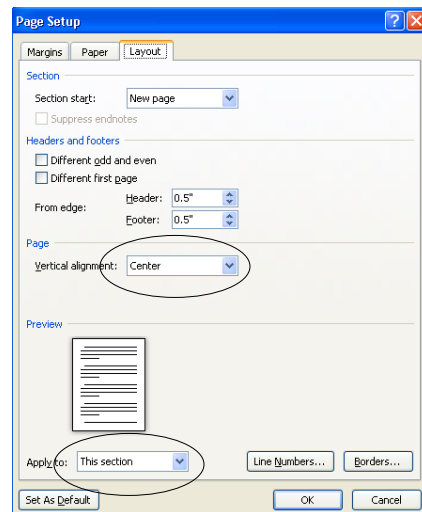
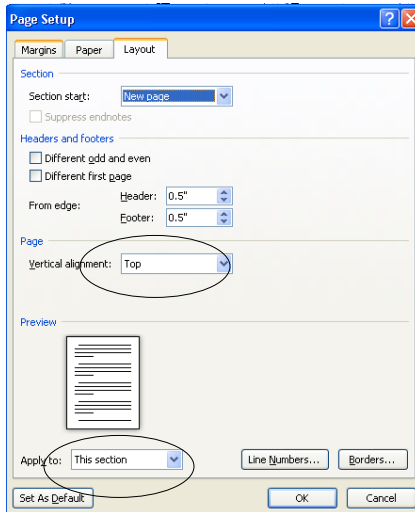
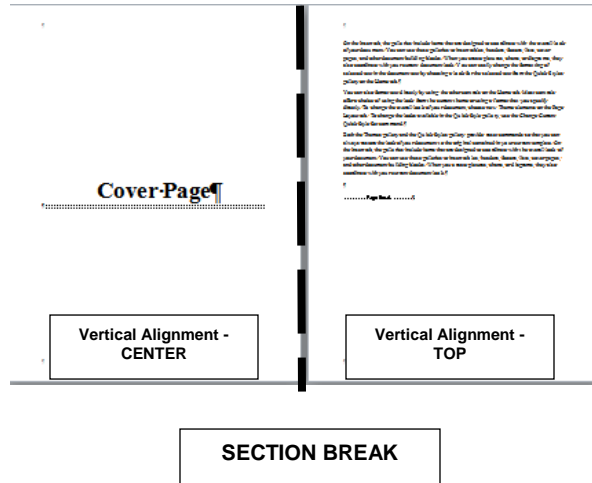
Orientation

The Orientation on the Margins Tab from the Page Setup dialog box defaults to **“Portrait”** and is applied to the Whole Document. To change the Orientation to **“Landscape”** in the middle of the document, you must insert a Next Page Section Break. To return to Portrait again, you must insert another Next Page Section Break as shown below:



Vertical Alignment

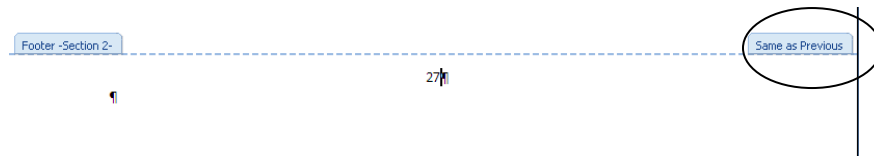
The Vertical Alignment feature on the Layout Tab from the Page Setup dialog box defaults to “**Top**” and is applied to the Whole Document. You can use this feature to vertically align a cover page to “**Center**”, but you only want to apply this formatting to the Cover Page and not the entire document. Therefore, the Cover Page must be followed by a Next Page Section Break as follows:



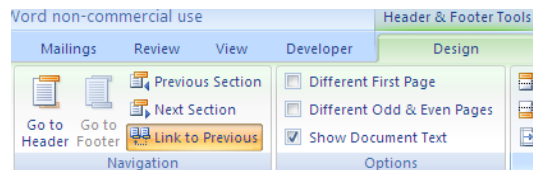
Multiple Headers/Footers

Each section can have its own header/footer, but the default is to link headers and footers from one section to another. If you make a change to the Header/Footer in the next section, it will also change the Header/Footer for the previous section (“Same as Previous”).

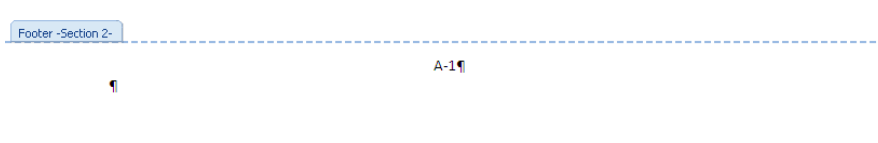
If you want a different Header/Footer for the next section, you must break the “link”.



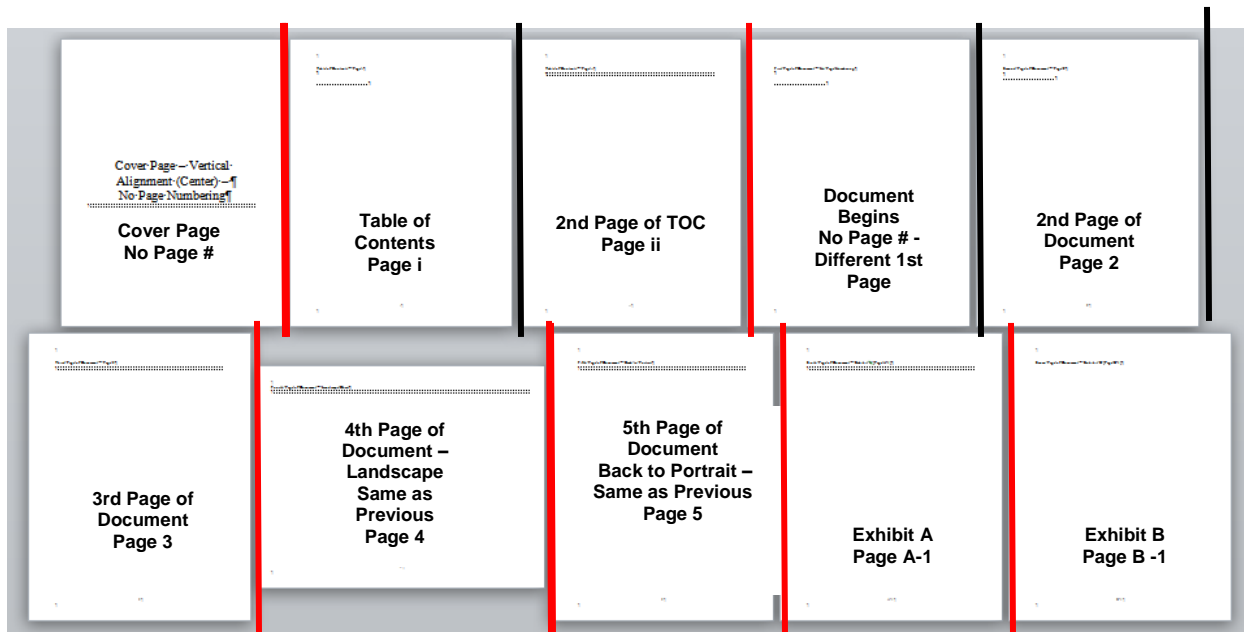
The **Header & Footers Tools Contextual Tab** will appear when you edit the header or footer. From the **Navigation Group**, click **Link to Previous**:



The **“Same as Previous”** will no longer appear and you can enter different text and page numbers for the next section.



i.e. - Document with different page formatting and page numbering from section to section:



Section Break -

Page Break -

Navigating to Specific Sections

To navigate from one section to another, click on the Object Browser on the Vertical Scroll Bar:



Select Browse By Section:

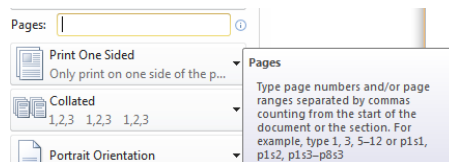
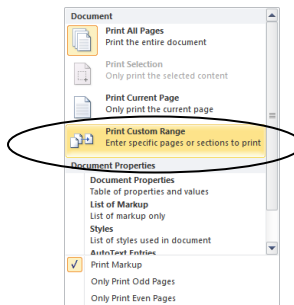


The double-arrows will turn blue. Click on the double down arrows to go to the next section:



Printing Specific Sections

- To print only specific sections, on the **File** Tab, select **Print**. Under **Settings**, click on the down arrow next to **Print All Pages** and select **Print Custom Range**:



- Type in an "s" followed by the section # as shown below:

s1, s5 – Prints Section 1 & Section 5

s1-s8 – Prints Sections 1 through 8

To print specific pages in a Section:

p5s2 – Printer page 5 of Section

p1s2 - p5s2 – Prints pages 1 through 5 of Section 2