Word 2013: Page and Section Breaks

There are a number of different types of breaks in Word, but we will focus on two: page breaks and section breaks (next page).

Page Breaks

Page breaks force everything after the cursor to another page. The items will always be on another page, no matter how the materials above may shift when items are added or removed.

To add a page break, go to the Page Layout ribbon, select Page from the drop-down menu:

![Page Breaks](image1)

You can also find page break on the Insert ribbon.

Section Breaks

There are different types of section breaks, but we will only discuss the Next Page section break. This forces everything after the cursor to another page, as with a page break. The difference, however, is that you have the option of changing the formatting within the section without affecting the formatting in the rest of the document.

For section breaks, on the Page Layout ribbon, select Next Page from the drop-down menu:

![Section Breaks](image2)