

Word 2013 full-text tutorial (Part 12): How to break pages, paragraph breaks

How to break pages, paragraph breaks in Word 2013 helps you to change paging or document formatting easily. Invite you to consult!

1. Word 2013 Complete Tutorial (Part 9): Use Line and Paragraph Spacing
2. Word 2013 Complete Guide (Part 10): Bullets, Numbering, Multilevel list in Microsoft Word
3. Word 2013 Complete Guide (Part 11): How to create hyperlink links

When executing a multi-page document, there will be times when you want to control the text flow more accurately. Adding **Breaks** to a document can help you organize the structure more closely and more coherently and can improve text flow. Depending on how you want to change paging or document format, you can apply **page break** or **section break** .

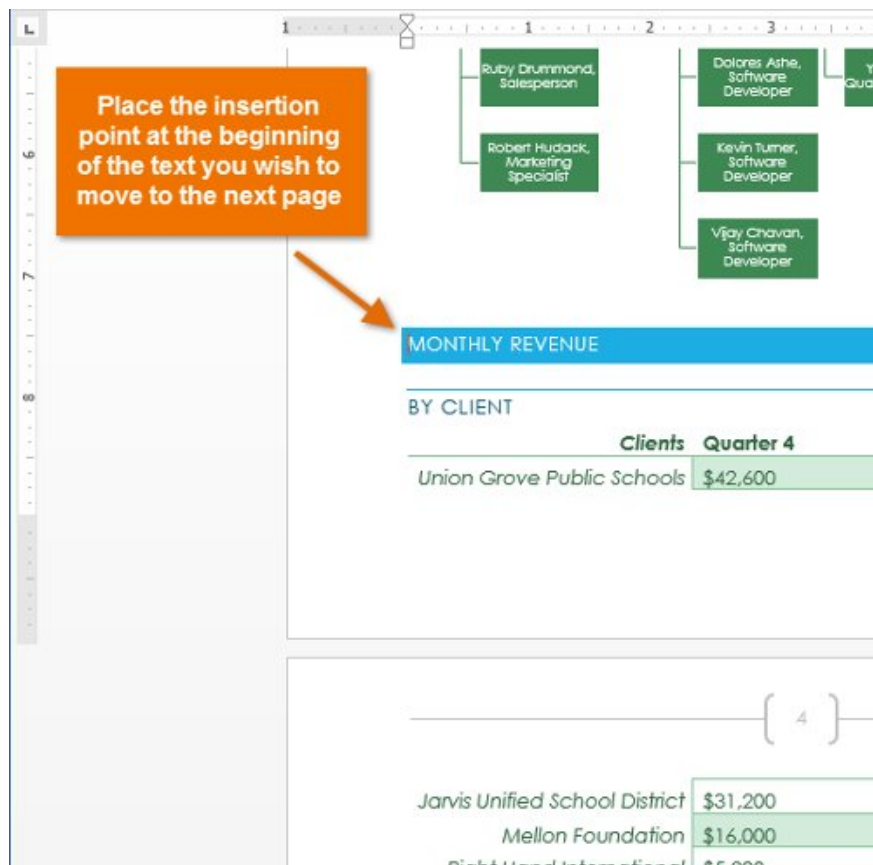
Please see the video **How to break pages, paragraph breaks in Word 2013** below:

Page break - page break

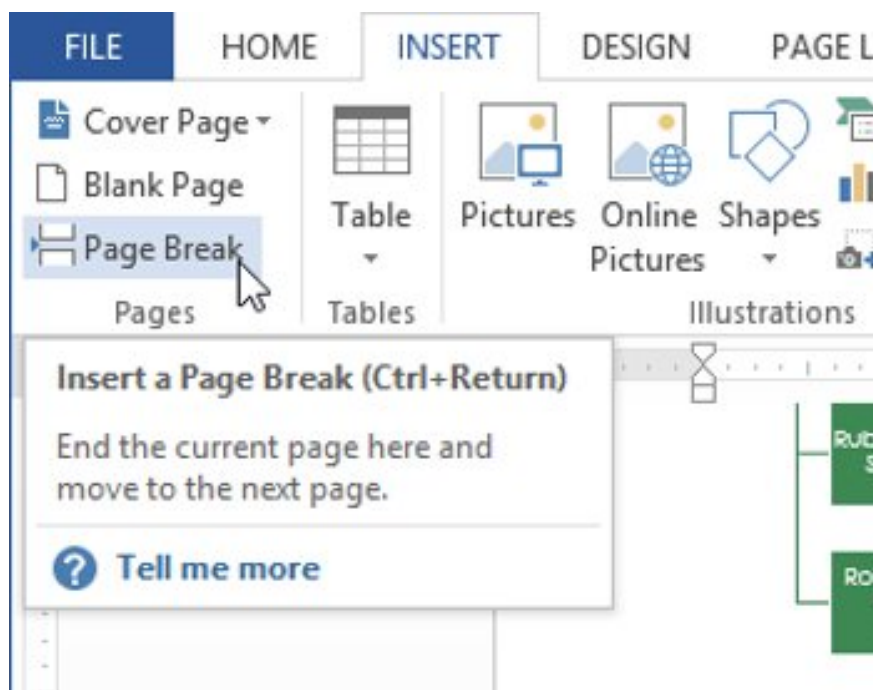
Page break allows you to move the text to the next page before the end of a page. You can use page breaks if you are writing an article with a title page or a directory (*reference book reference*) to make sure it starts on a new page. In the example below, our chart is divided between two pages. We add a page break so the chart is displayed entirely on a page.

Insert page break

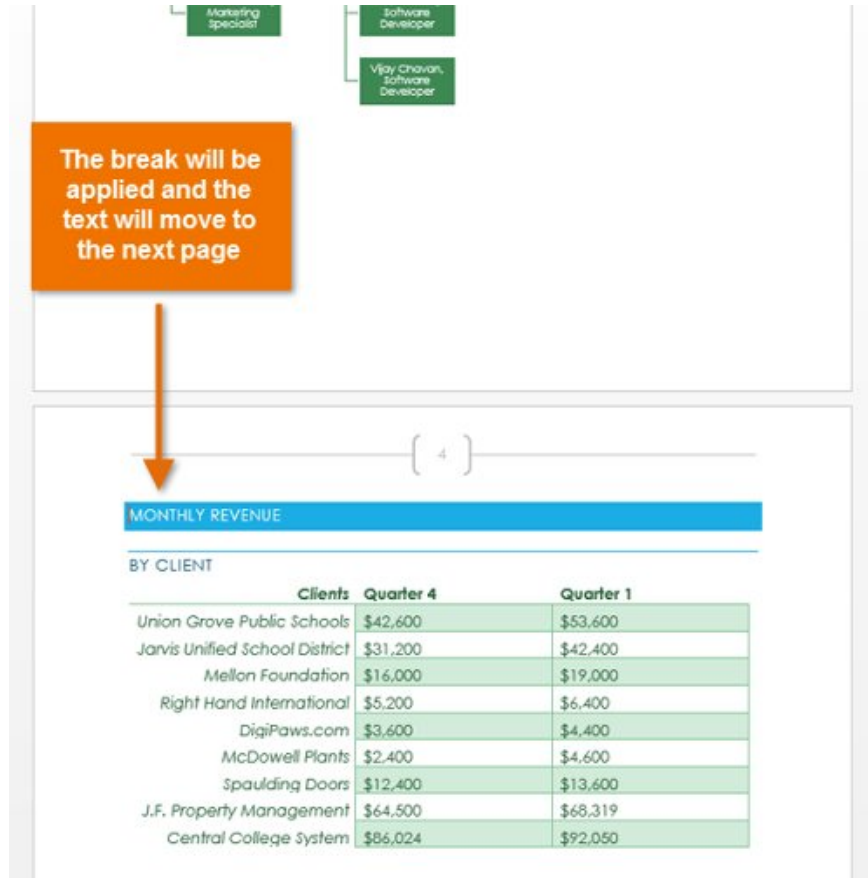
1. Place **the insertion point** where you want to create space. In the example, we will place it in front of the chart.



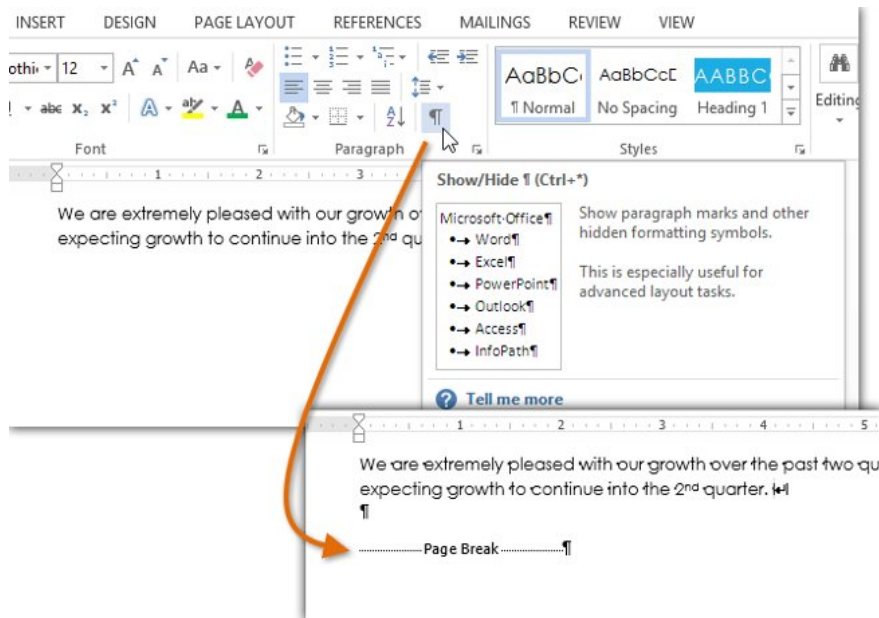
2. On the **Insert** tab, click the **Page Break** command. Alternatively, you can press **Ctrl + Enter** on the keyboard.



3. Page breaks will be applied to documents and documents that will move to the next page. In the example, the chart will move to the next page.

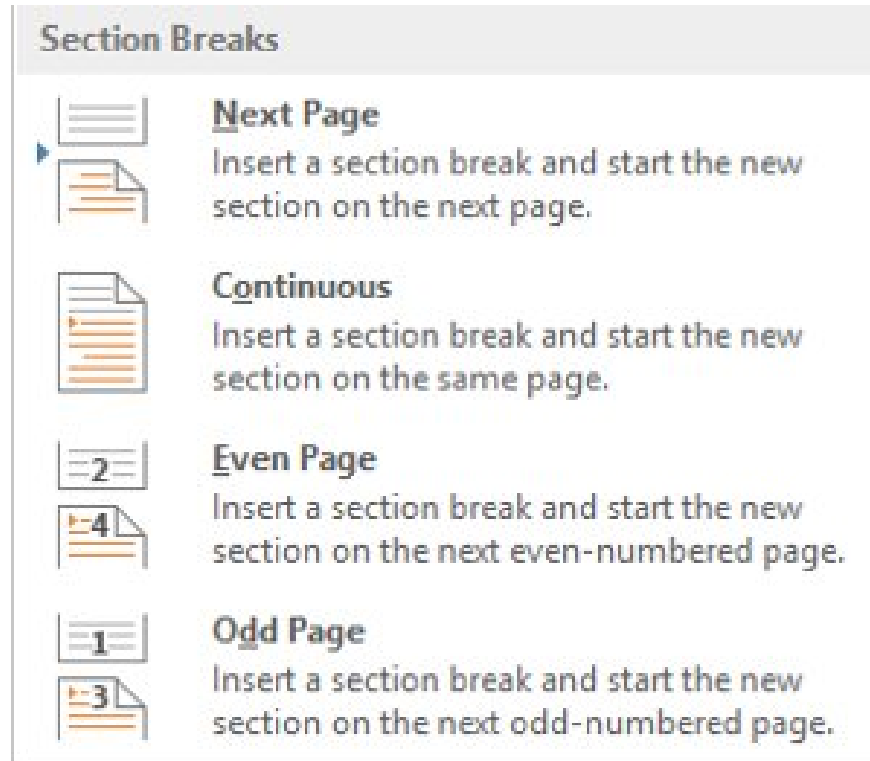


1. By default, page breaks are hidden. If you want to display page breaks in your document, click the **Show / Hide** command .



Section break - Breaking the segment

The section break creates lines between different parts of the document, allowing you to format each section separately. For example, you want a section to be divided into two columns without the need to add columns to the document. Word 2013 offers several break sections such as:

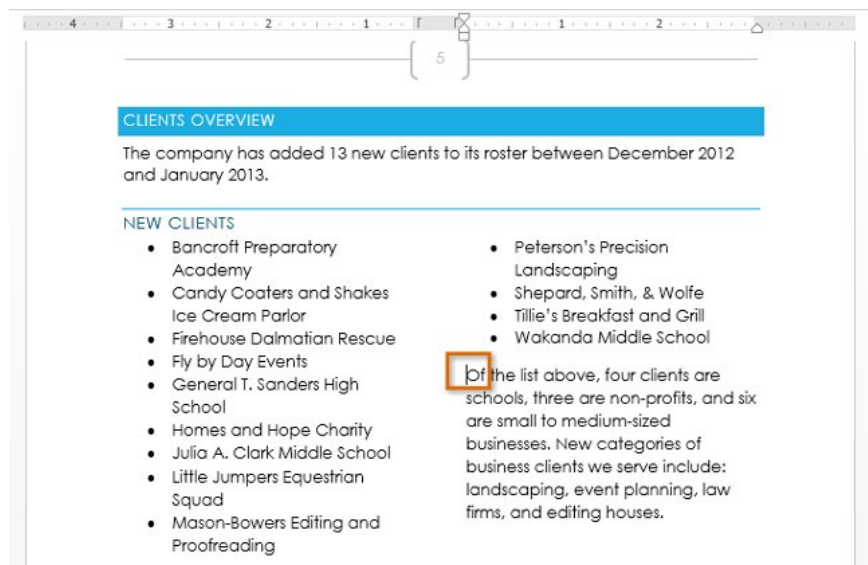


1. **Next Page** : This option adds a paragraph break and moves the text after switching to the next page of the document. This is useful for creating a new page with a standard format after a page containing column format.
2. **Continuous** : This option inserts a segment break and allows you to continue working on the same page. This type of page break is useful when you need to split a paragraph from columns.
3. **Even Page** and **Odd Page** : These options add segment breaks and move text after breaking into odd or even pages. These options can be useful when you need to start a new section on an even or odd page (*for example, a new chapter of a book*).

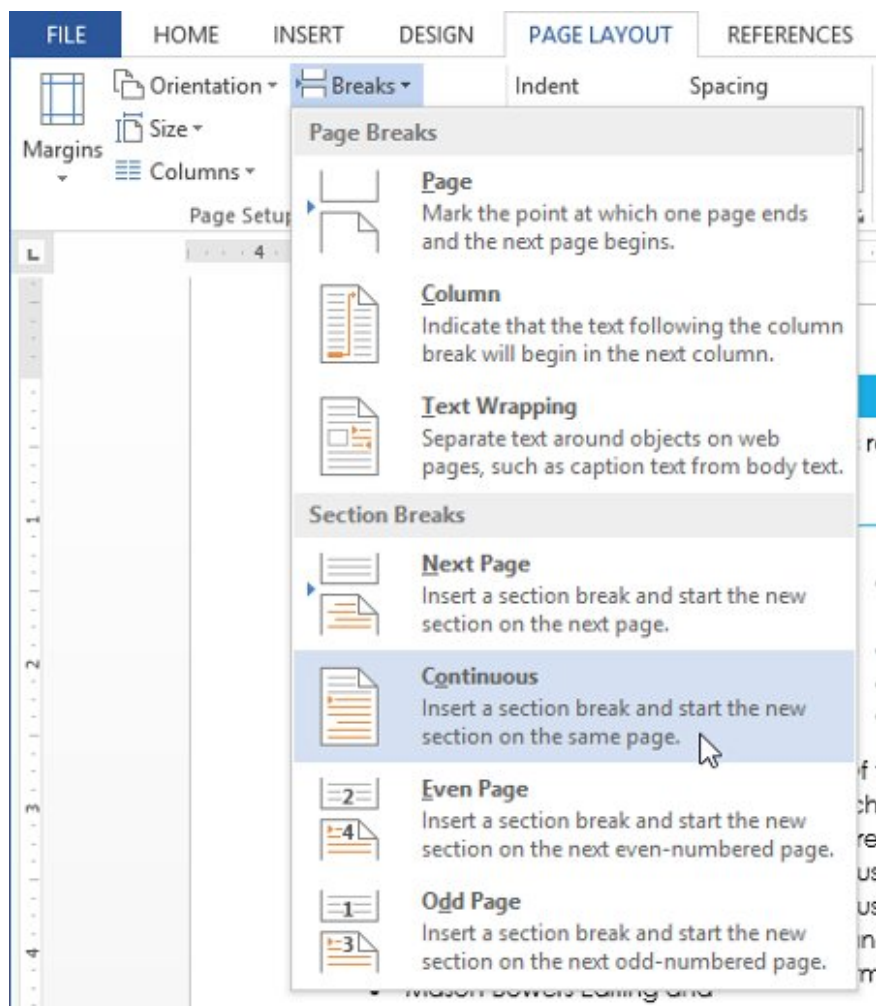
Insert segment breaks

In the example below, we have added a paragraph break to separate a paragraph from the two column list. This will allow us to change the paragraph format so that it no longer appears to be in column format.

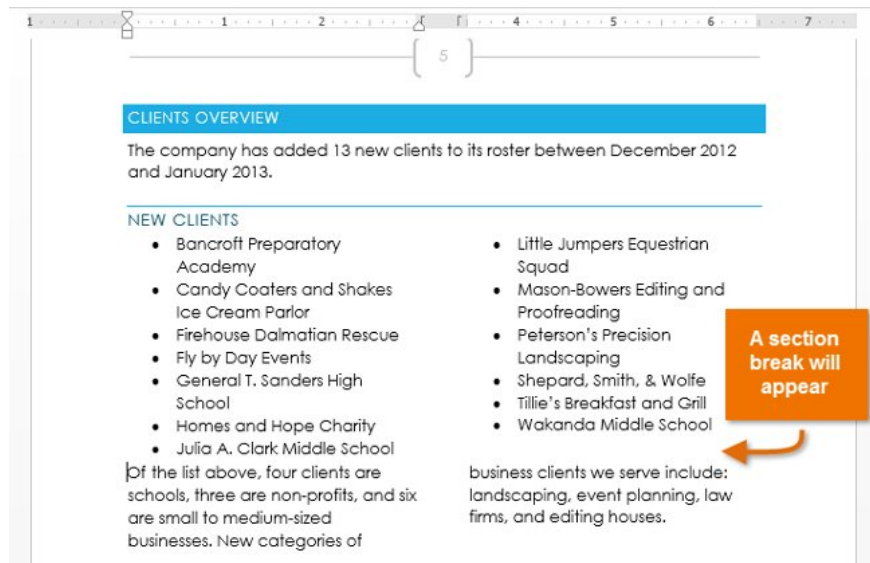
1. Place the insertion point where you want to break the page. In the example, we put it at the beginning of a paragraph that wants to be separated from the column format.



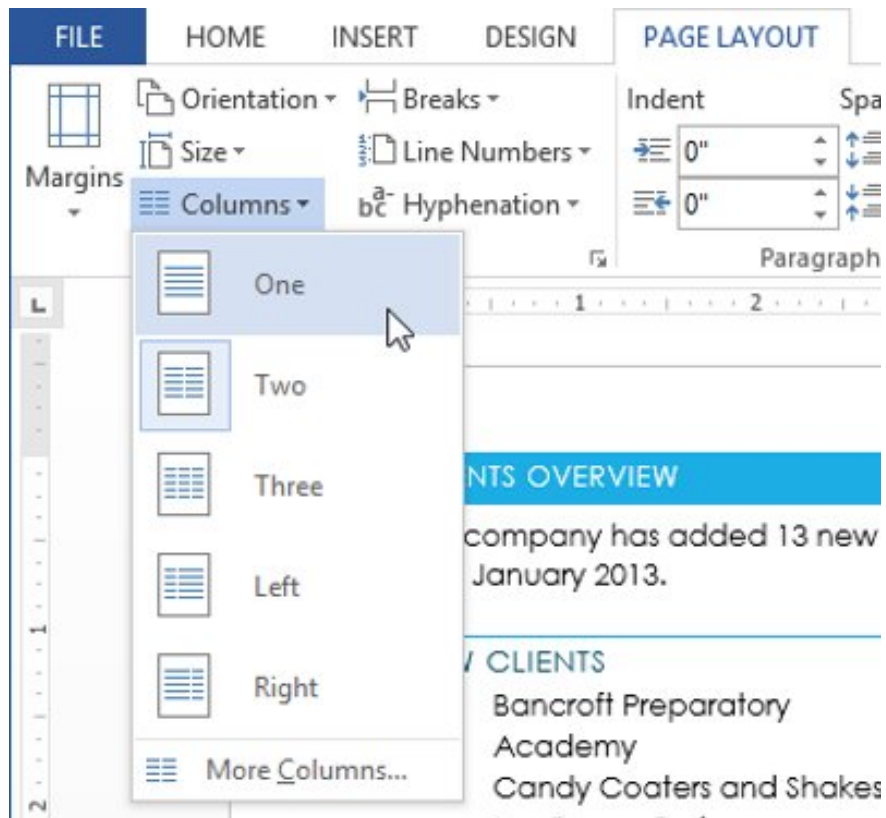
2. On the **Page Layout** tab, click the **Breaks** command, and then select the section you want to extract from the drop-down menu that appears. In the example, we select **Continuous** so the text is still on the same page as the columns.



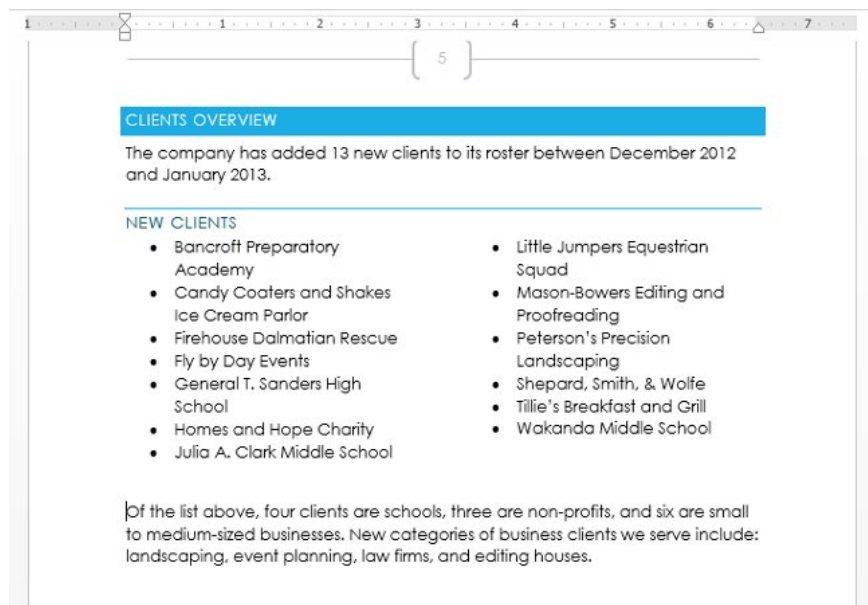
3. A paragraph break will appear in the document.



4. Text before and after the **break section** can be individually formatted. Apply the formatting options you want. In the example, we apply a column format to the paragraph so that it is no longer formatted into columns.

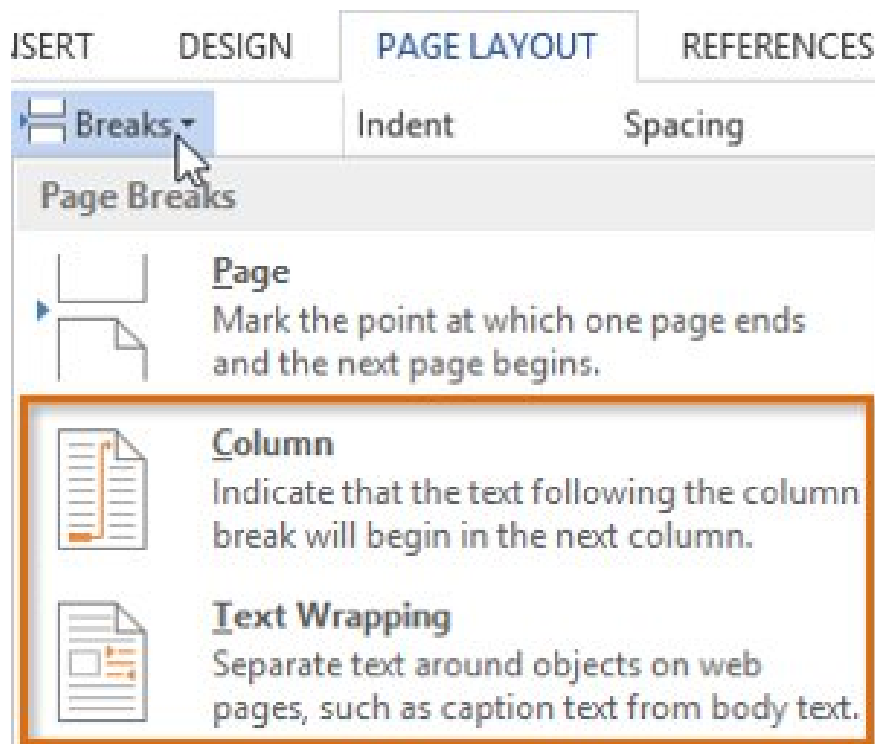


5. Text will be formatted in the document.

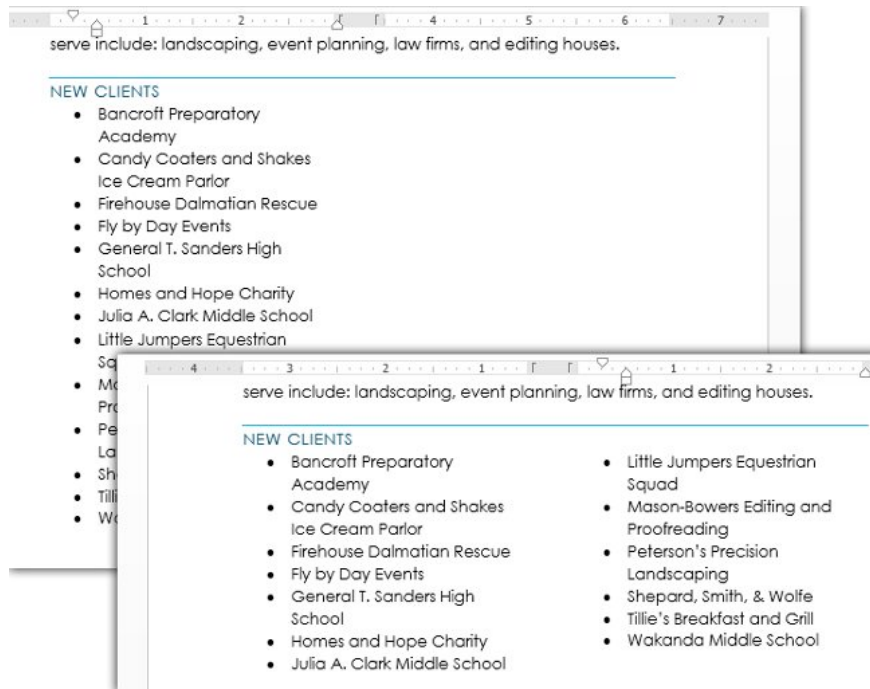


Page break types

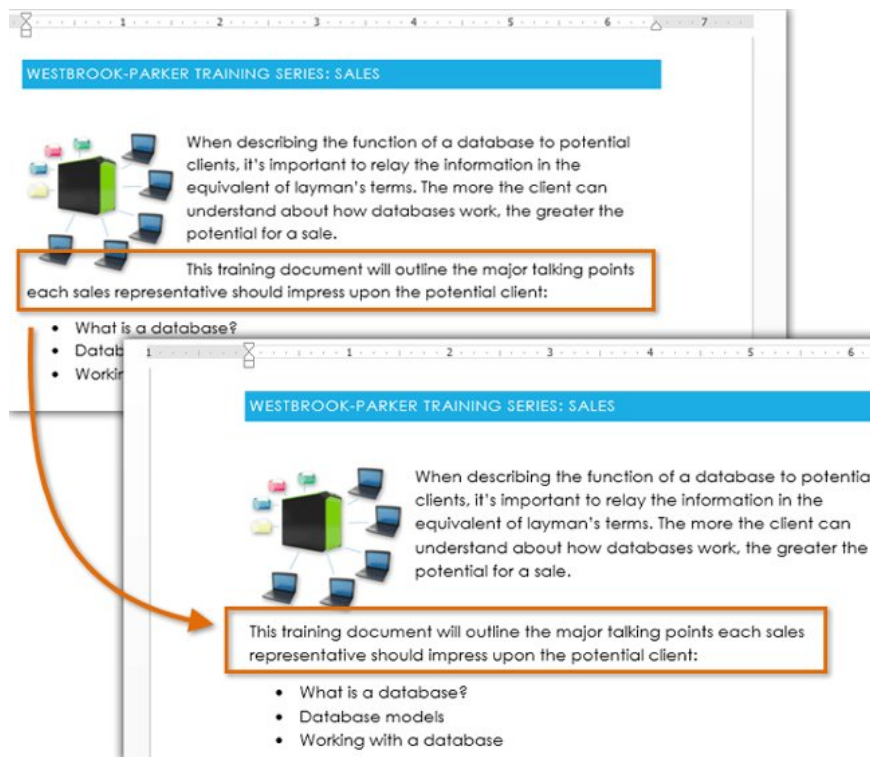
When you want to format the column display or specify text around the image, Word 2013 provides a few additional page breaker options:



1. **Column** : When creating multiple columns, you can apply a **column break** to balance the appearance of columns. Any text after the column break will start in the next column.



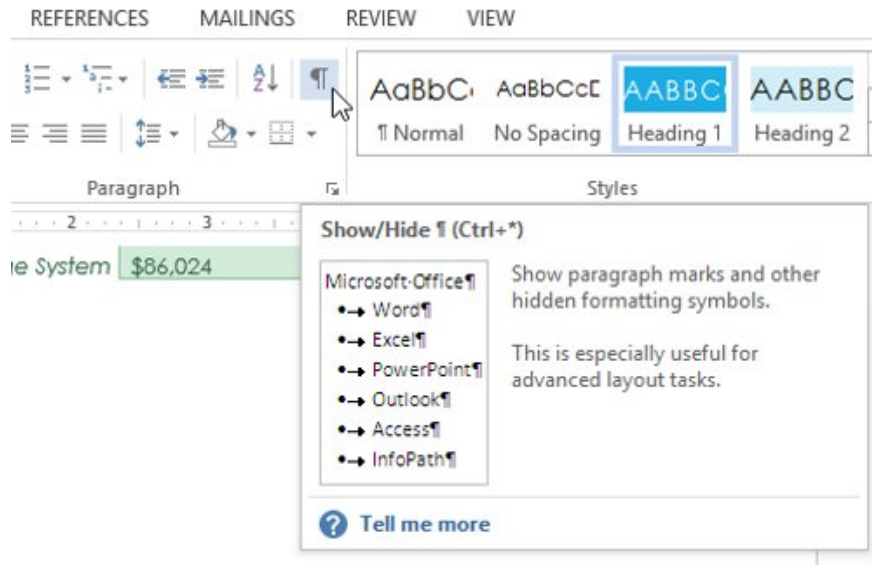
1. **Text wrapping** : When inserting photos or icons into documents, you can use **text-wrapping break** to start typing text below the image.



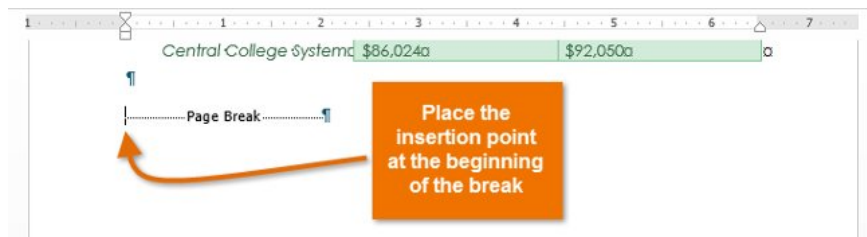
Remove page breaks

By default, **break** will be to hide. If you want to delete the break, you will have to display the break on the text.

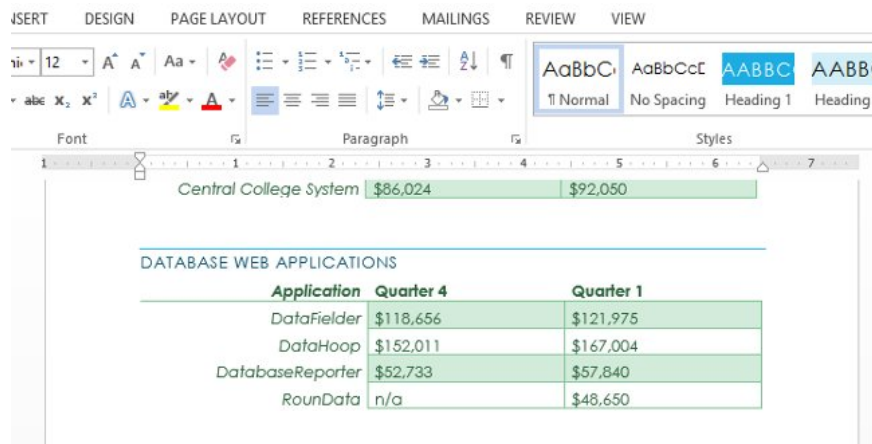
1. On the **Home** tab, click the **Show / Hide** command.



2. Determine the segment split you want to remove. Set the insertion point before that **break**.



3. Press the **Delete** key. The page breaks will be deleted from the document.



See also: Word 2013: Instructions for using Microsoft and OneDrive accounts

Having fun!

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tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
