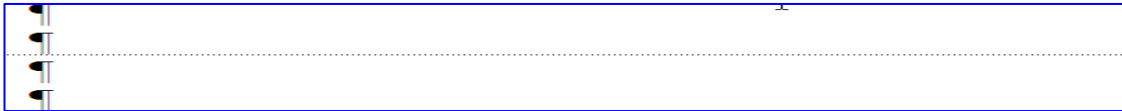


INSERT A PAGE BREAK

As a general rule, Microsoft Word 2007 automatically inserts a page break at the bottom of the page when the text reaches the margin. Text will automatically text wrap to the next page.

On the screen a new blank page will appear. However, in the **View, document views, draft** screen it will look like this:

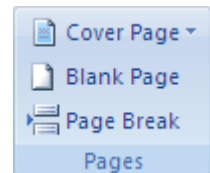


Example of an (automatic [soft]) Page Break

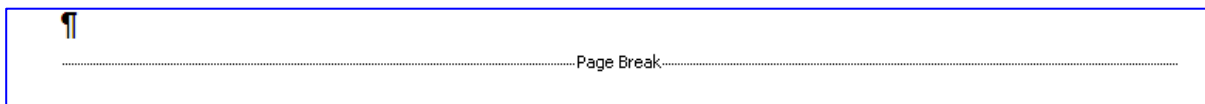
To insert a manual (hard) Page Break

However, there may be times when you wish to force a page break. Page breaks can be inserted anywhere in your document.

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**.



On the screen a new blank page will appear. On the previous page a line will appear with the words **Page Break**. This indicates that a hard page break has been inserted. *See below:*



Example of a (manual [hard]) Page Break

Tip ➔ **Shortcut:**

Use Ctrl Enter to insert a manual Page Break

To delete a manual Page Break

1. Click on the **page break line**
2. Press the **delete** key