

Quick Tips: Breaks

There are a variety of breaks available: line breaks, paragraph breaks, column breaks, text wrapping breaks, page breaks, and section breaks.

- **Line Breaks** (Shift+Enter) cause the following content to start on the next line. It's important to note that these lines are still part of the same paragraph. If the paragraph has a justified alignment, this can cause undesired spacing.
- **Paragraph Breaks** (Enter) are used to separate paragraphs. Quite often styles are applied with either extra spacing between paragraphs or first line indentation to denote new paragraphs.
- **Column Breaks** (Control+Shift+Enter) cause the following content to start in the next column. In documents with columns, text will automatically flow from one column to the next, but column breaks give more control over where the text breaks.
- **Text Wrapping Breaks** (Layout menu > Breaks) will add space from the end of the text where the break is inserted to the bottom of the image or shape that has text wrap applied next to the text wrapping break. This is useful for pairing groups of text and images without overlapping.
- **Page Breaks** (Control+Enter) cause the following content to start on the next page. They can be useful for starting chapters on new pages. It is not advisable to use multiple paragraphs breaks to end a page as revisions may shift the content.
- **Section Breaks** (Layout menu > Breaks) identify changes in document formatting or structure. Page headers, footers, and numbering are tied to sections. If the chapter title will be used in the header, then a section break is needed between every chapter. Section breaks can be used to separate the front matter from the main text and allow the page numbering to change from lowercase Roman numerals to Arabic numerals. Microsoft Word automatically links sections, so the **Link to Previous** option may need to be deselected before implementing changes.
- There are four types of section breaks:
 - **Next Page** is similar to a page break but signifies a structural change.
 - **Continuous** will not add a page break. For example, they may be used when the document structure changes from single columns to multiple columns.
 - **Even Page** will cause the following content to start on the next even page.
 - **Odd Page** will cause the following content to start on the next odd page.

Note: If the **Even** or **Odd Page Section Break** causes a page to be skipped, the skipped page may not be visible in the Word document, but it will be exported or printed as a blank page.

