

Controlling page breaks

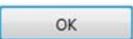
In a long document, you will want to control the way the text flows from one page to the next: page breaks may appear automatically in positions which interrupt your writing.

In this task, you will try out the paragraph formats available in *Word* for controlling page breaks.

Then you will try to include these formats in suitable styles, so they operate throughout the document.

Learn more about this and related topics, from the courses on Document Design in the IT Learning Centre.

- 🔪 Open the document Paper Investigation.docx (on your desktop)
- 🔪 Scroll down through the document, noticing places where *Word* has automatically made the page break (don't try to fix these yet)
- 🔪 At the bottom of p.12, format the heading Consultants so that it stays with the following body text paragraph, by these steps:

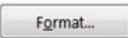
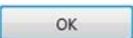
 - Click anywhere in the heading Consultants
 - In the **Home** tab of the Ribbon, look at the **Paragraph** group and click the launcher 
 - In the **Paragraph** dialog, show the **Line and Page Breaks** tab
 - Choose **Keep with next** and click 
- 🔪 On p.12, the heading Key Personnel ought to start on a new page:

 - Click anywhere in the heading Key Personnel
 - Using the **Paragraph** dialog, choose **Page break before**
- 🔪 At the bottom of p.11, format the first bullet point so it stays with the second:

 - Click anywhere in the paragraph Test a narrowband...
 - Using the **Paragraph** dialog, apply **Keep with next**
- 🔪 At the bottom of p.9, fix the paragraph that is split and difficult to read:

 - Click anywhere in the paragraph Obviously, an intermittently ...
 - Using the **Paragraph** dialog, apply **Keep lines together**
- 🔪 At the top of p.9 there is a single line from a paragraph. Bring a “sibling” line from the paragraph to accompany the orphan line, by these steps:

 - Click in the paragraph, then using the **Paragraph** dialog apply **Widow/orphan control**
- 🔪 Scrolling up through the document, there are other places where you might want to apply **Keep with next**, **Keep lines together**, **Page break before** or **Widow/orphan control**. It is up to you whether you apply these formats as you go along, typing your text, or wait until the document is finished then go through revising the formatting.
- 🔪 *Optional:* If you include formats like these in your styles, such as **Heading1** and **Heading2**, then page break controls are applied automatically:

 - In the Styles Gallery on the **Home** tab, right-click on **Heading1** and choose **Modify**
 - This is the dialog where you define the formats that make up the style **Heading1**
 - Use  and choose **Paragraph**, then show the **Line and Page Breaks** tab
 - Choose **Keep with next** and **Keep lines together**, then click  twice
 - Now all headings that have the **Heading1** style will have the page break control formats
 - You might do the same for the **Heading2** style – examine your document to see the effect

