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The Power of Word

Taming the Sections

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The section feature in Word allows you to divide your document into sections and apply different page formatting options. These formatting options include: margins, page orientation, columns, headers and footers, paper size, page numbering, and page borders. For example, there could be a few consecutive pages in the middle of a document that need to be orientated in landscape. Essentially, this document would have three sections: Sections 1 and 3 in portrait and Section 2 in landscape.

To insert a section in your document, choose Break... from the Insert menu. In the dialog box, the bottom portion refers to section break types. Click on the radio button for the type you want to use and click OK. These section types allow you to control how the section is created.

- Next Page – Begins the section on a new page in sequence.
- Continuous – Creates the section on the same page.
- Even Page – Begins the section on the next even-numbered page.
- Odd Page – Begins the section on the next odd-numbered page.

Once you have created a new section, you can now modify the page formatting options. Using the previous example, you would choose Page Layout from the File menu to change the orientation. Select landscape and select This Section in the Apply to... drop-down menu. To continue the remainder of the document in the portrait orientation after this section, insert a new section and reformat using the same steps.

For more information on creating and modifying sections in your Word documents, choose Microsoft Word Help under the Help menu, and search for *section break*.