

What are Sections?

In Word, every document consists of one or more sections. A simple document, such as a memo, might have only a single section. A more complex document, such as an agreement that contains a title page, a table of contents, a main body and exhibits, might be divided into several sections, one for each of these elements.

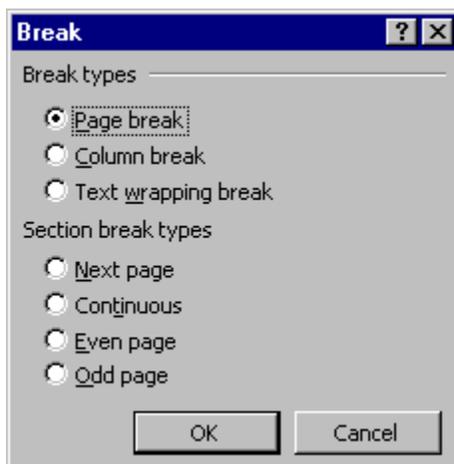
Each section of a document may have its own formatting. The following are the formatting elements that may be different in each section of a document:

- margins
- paper size or orientation
- paper source for a printer
- page borders
- vertical alignment
- headers and footers
- columns
- page numbering
- line numbering
- footnotes and endnotes

If you wish to change any of these elements within a document, you must create a new section of the document. For example, if you wish to change the left and right margins, create a new header or footer, change page numbering or change the orientation of a page, you should create a new section by inserting a section break before making that change.

Inserting Section Breaks

To insert a new section into a document, place the insertion point where you want the new section to begin. Then select **Insert, Break**. You will see the following dialog box:



There are three main types of section breaks:

Next Page: The most common type of section break, this inserts a section break and starts the new section on a new page.

Continuous: This inserts a section break and starts the new section on the same page.

Even page and Odd page: This inserts a new section that starts on the next even or odd page, and allows you to alternate sections between even and odd pages.

When you insert a section break, you may see a dotted line across the screen. (This depends on your settings. To see the dotted line, select Tools, Options, click on the View tab, and select the "All" checkbox under "Formatting marks.")

Deleting Section Breaks

A section break controls the formatting of the text that precedes it. If you delete a section break, *all* of the section formatting of the section that followed the break is applied to the text in the preceding section. This includes even such items as page numbering, headers and footers. This is the opposite of what you might expect.

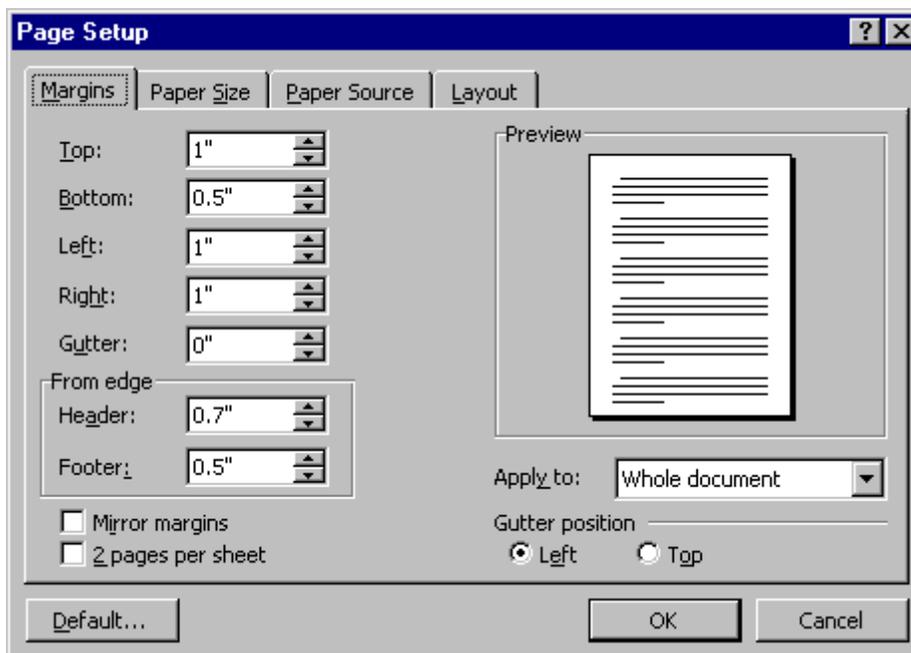
To handle this situation, you have two options:

- Before deleting the section break, modify the formatting in the section following the break you are about to delete, to make it the same as the preceding section.
- Do not delete the section break. Just delete the text within the section following the break, if that is your objective.

"Automatic" Section Breaks

If you make changes to the formatting of a section without first inserting a section break,, Word may insert one for you. This is not always desirable, since Word may not insert the type of break you want.

This occurs most often if you access the Page Setup dialog box (in the File menu):



Here, you may modify the margins, paper size, page orientation, paper source, vertical alignment and other layout settings.

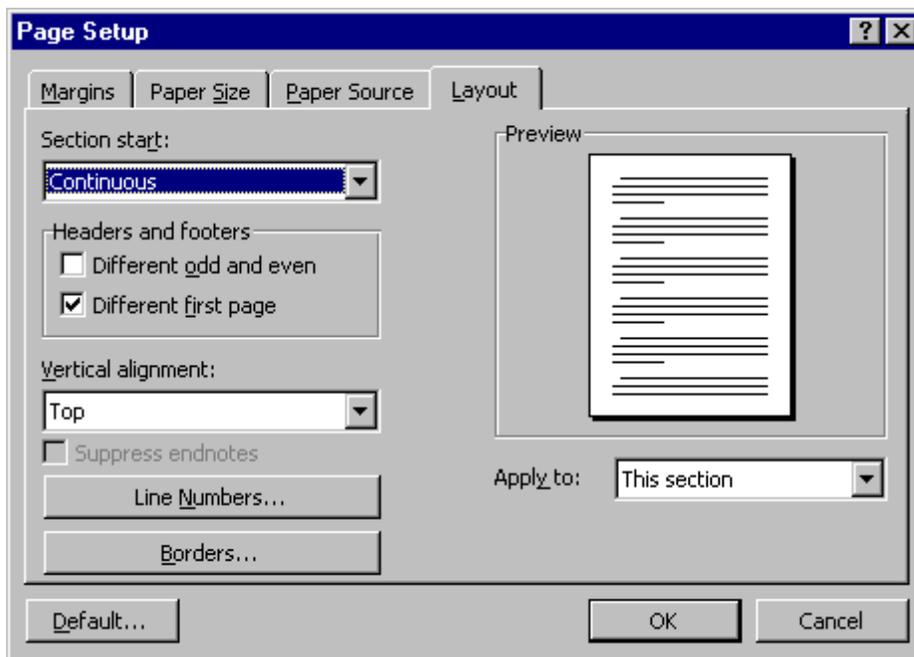
When making these changes, before clicking OK, be sure to select the appropriate "Apply to" option (in the lower right-hand area of this box), to specify the portion of the document that will be affected by the changes you are making.

If you choose to apply the changes to the **Whole document**, the changes will affect all sections of your document.

If you select **This point forward**, Word will insert a new section break before applying the change, even if you have just inserted a section break yourself.

If you select **This section** (available only when your document has more than one section), Word will apply the change only to the section you are in.

The type of section break inserted by Word is determined by the Layout tab in this Page Setup dialog box:



Check the setting under "Section start" to be sure Word will insert the type of break you expect.

If you wish to change the default setting under "Section start," select the option you want and click the "Default" button in the lower left corner. **But be careful!** Clicking the "Default" button records all other settings in all of the tabs of this dialog box as your defaults.

Generally, it is easier to insert section breaks manually, as described above under "Inserting Section Breaks," before making changes to the section formatting. This gives you a much greater degree of control over the changes you are making.

Headers, Footers and Page Numbering

See the separate Tip Sheet entitled, "Headers and Footers in Word 2000" for details on how headers, footers and page numbering are formatted.

Tip Sheet

Section Formatting in Word 2000

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