What happens when I reach the bottom of a page?

When you reach the bottom of a page, Word will automatically generate a page break. Depending on the current view of your document this break will vary in look.
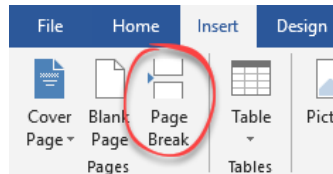
How do I insert a page break?

When you are compiling a long document you may wish to start a new section at the top of a page.

You could press the <Return> key until your cursor jumps to the next page. The problem with this is that each time you add any text above this break you will have to delete any extra line returns to ensure your heading returns to the top of the page. The correct way to is to insert a manual page break.

Method 1: Ribbon

1. Position your cursor at the point you want to insert the page break.
2. Click to display the 'Insert' ribbon.
3. Click the 'Page Break' button in the 'Pages' section.

Method 2: Keyboard

1. Place the cursor at the point you wish the break to be inserted.
2. Press <Ctrl> + <Return>

How do I delete a manual page break?

1. Position the cursor at the top of the page, immediately after the page break which is to be removed.
2. Press <Backspace>.
   The page break will be removed and any text after your cursor will be moved to the bottom of the previous page.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.