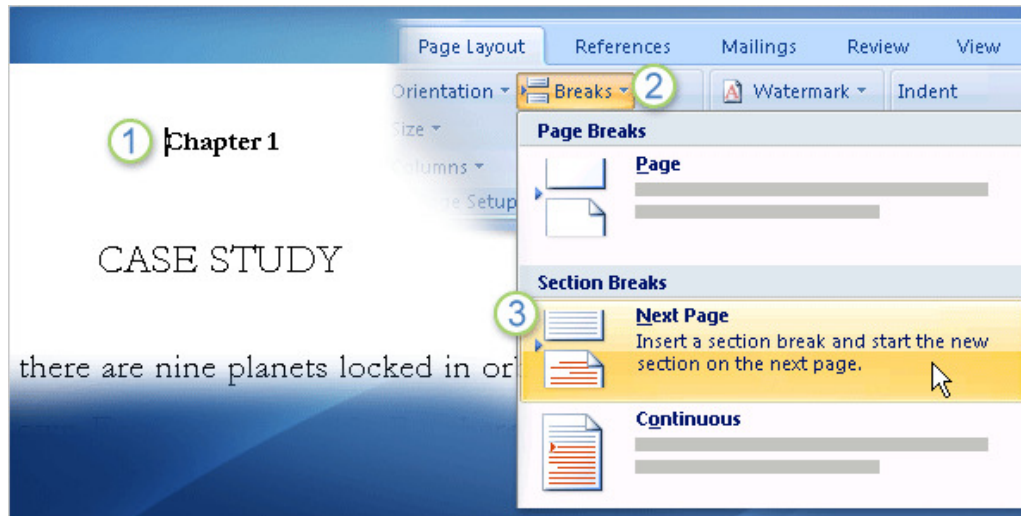# How to create section breaks

You insert section breaks in the main body of the document, not anywhere within the header and footer space. So, you would close the header and footer workspace before doing these steps. Then:

1. Place the cursor where you want a new section to start.

2. On the Ribbon, click the **Page Layout** tab, and click **Breaks**.

3. Under **Section Breaks**, click **Next Page**.

Word creates a section break before the position of the cursor.

Note   The actual section breaks in the document don't show automatically. You can expose them in Print Layout view, with the header and footer workspace turned off, by clicking the **Show/Hide** button on the **Home** tab. You can also see them in Draft view.

(You might want to see a section break in case you change your mind and want to delete it. You'll go through this in the practice session at the end of the lesson.)

Tip   You can also set up section breaks when you want content to start on odd- or even-numbered pages. See the Quick Reference Card for more information.

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Was this information helpful?   YES   NO