

# Section and Page Breaks

## 'Sectioning off' Pages

If you make a formatting change on one page, it will appear on all pages, unless you 'section' it off. Go through the ABC hard copy and look for pages that have

- Different Vertical Alignment
- Changes in Page Orientations
- Page Borders
- Different Headers & Footers

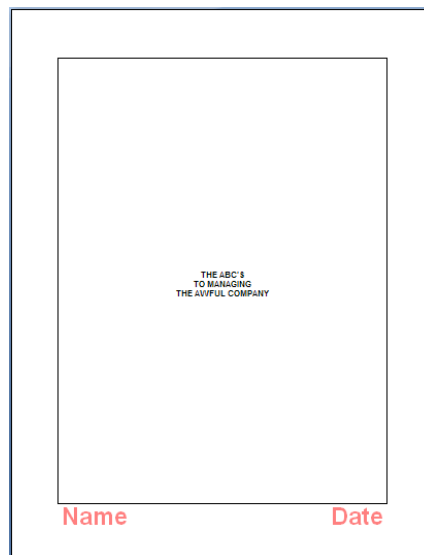
You'll notice that

### The 1<sup>st</sup> Page

Also known as the **Title Page**

Page Formatting includes:

- **Centered Vertical Alignment**
- **Page Border**
- **Unique Footer**



### Pages i and ii

Also known as **Reference Pages**

Page Formatting includes:

- **Unique Footer**

Table of Contents	
	Page
I Introduction	1
Section 1.1	1
Section 1.2	1
II Definitions	1
Section 2.1	1
III Litigation	1
Section 3.1	1
Section 3.2	2
Section 3.3	2
IV Corporation	2
V Monopolies	2
Section 5.1	2
Section 5.2	2
VI Finance	3
Assets	3
VII Partnerships	3
VIII Conclusion	4

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Table of Authorities	
	Page
<b>Cases</b>	
ABC v. Farmer Brown KS 1923456	3
Brown v. Woods 1990 CA	3
<b>Statutes</b>	
KS Statute § 914	3
NYS Statute § 1170(a)	2

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# Section and Page Breaks

## Pages 1-5

Also known as the **Body of the Document**

Page Formatting includes:

- **Unique Footer**

Document content spanning pages 1 through 5, including sections like Introduction, Definitions, Litigation, Finance, Assets, Partnerships, Conclusion, and a corporate contact block.

Page 1: Introduction, Section 1.1, Section 1.2, Section 1.3, Definitions, Section 2.1, Section 2.2, Section 2.3, Section 2.4, Section 2.5, Section 2.6, Section 2.7, Section 2.8, Section 2.9, Section 2.10, Section 2.11, Section 2.12, Section 2.13, Section 2.14, Section 2.15, Section 2.16, Section 2.17, Section 2.18, Section 2.19, Section 2.20, Section 2.21, Section 2.22, Section 2.23, Section 2.24, Section 2.25, Section 2.26, Section 2.27, Section 2.28, Section 2.29, Section 2.30, Section 2.31, Section 2.32, Section 2.33, Section 2.34, Section 2.35, Section 2.36, Section 2.37, Section 2.38, Section 2.39, Section 2.40, Section 2.41, Section 2.42, Section 2.43, Section 2.44, Section 2.45, Section 2.46, Section 2.47, Section 2.48, Section 2.49, Section 2.50, Section 2.51, Section 2.52, Section 2.53, Section 2.54, Section 2.55, Section 2.56, Section 2.57, Section 2.58, Section 2.59, Section 2.60, Section 2.61, Section 2.62, Section 2.63, Section 2.64, Section 2.65, Section 2.66, Section 2.67, Section 2.68, Section 2.69, Section 2.70, Section 2.71, Section 2.72, Section 2.73, Section 2.74, Section 2.75, Section 2.76, Section 2.77, Section 2.78, Section 2.79, Section 2.80, Section 2.81, Section 2.82, Section 2.83, Section 2.84, Section 2.85, Section 2.86, Section 2.87, Section 2.88, Section 2.89, Section 2.90, Section 2.91, Section 2.92, Section 2.93, Section 2.94, Section 2.95, Section 2.96, Section 2.97, Section 2.98, Section 2.99, Section 3.00.

Page 2: Section 3.1, Section 3.2, Section 3.3, Section 3.4, Section 3.5, Section 3.6, Section 3.7, Section 3.8, Section 3.9, Section 3.10, Section 3.11, Section 3.12, Section 3.13, Section 3.14, Section 3.15, Section 3.16, Section 3.17, Section 3.18, Section 3.19, Section 3.20, Section 3.21, Section 3.22, Section 3.23, Section 3.24, Section 3.25, Section 3.26, Section 3.27, Section 3.28, Section 3.29, Section 3.30, Section 3.31, Section 3.32, Section 3.33, Section 3.34, Section 3.35, Section 3.36, Section 3.37, Section 3.38, Section 3.39, Section 3.40, Section 3.41, Section 3.42, Section 3.43, Section 3.44, Section 3.45, Section 3.46, Section 3.47, Section 3.48, Section 3.49, Section 3.50, Section 3.51, Section 3.52, Section 3.53, Section 3.54, Section 3.55, Section 3.56, Section 3.57, Section 3.58, Section 3.59, Section 3.60, Section 3.61, Section 3.62, Section 3.63, Section 3.64, Section 3.65, Section 3.66, Section 3.67, Section 3.68, Section 3.69, Section 3.70, Section 3.71, Section 3.72, Section 3.73, Section 3.74, Section 3.75, Section 3.76, Section 3.77, Section 3.78, Section 3.79, Section 3.80, Section 3.81, Section 3.82, Section 3.83, Section 3.84, Section 3.85, Section 3.86, Section 3.87, Section 3.88, Section 3.89, Section 3.90, Section 3.91, Section 3.92, Section 3.93, Section 3.94, Section 3.95, Section 3.96, Section 3.97, Section 3.98, Section 3.99, Section 4.00.

Page 3: Section 4.1, Section 4.2, Section 4.3, Section 4.4, Section 4.5, Section 4.6, Section 4.7, Section 4.8, Section 4.9, Section 4.10, Section 4.11, Section 4.12, Section 4.13, Section 4.14, Section 4.15, Section 4.16, Section 4.17, Section 4.18, Section 4.19, Section 4.20, Section 4.21, Section 4.22, Section 4.23, Section 4.24, Section 4.25, Section 4.26, Section 4.27, Section 4.28, Section 4.29, Section 4.30, Section 4.31, Section 4.32, Section 4.33, Section 4.34, Section 4.35, Section 4.36, Section 4.37, Section 4.38, Section 4.39, Section 4.40, Section 4.41, Section 4.42, Section 4.43, Section 4.44, Section 4.45, Section 4.46, Section 4.47, Section 4.48, Section 4.49, Section 4.50, Section 4.51, Section 4.52, Section 4.53, Section 4.54, Section 4.55, Section 4.56, Section 4.57, Section 4.58, Section 4.59, Section 4.60, Section 4.61, Section 4.62, Section 4.63, Section 4.64, Section 4.65, Section 4.66, Section 4.67, Section 4.68, Section 4.69, Section 4.70, Section 4.71, Section 4.72, Section 4.73, Section 4.74, Section 4.75, Section 4.76, Section 4.77, Section 4.78, Section 4.79, Section 4.80, Section 4.81, Section 4.82, Section 4.83, Section 4.84, Section 4.85, Section 4.86, Section 4.87, Section 4.88, Section 4.89, Section 4.90, Section 4.91, Section 4.92, Section 4.93, Section 4.94, Section 4.95, Section 4.96, Section 4.97, Section 4.98, Section 4.99, Section 5.00.

Page 4: Section 5.1, Section 5.2, Section 5.3, Section 5.4, Section 5.5, Section 5.6, Section 5.7, Section 5.8, Section 5.9, Section 5.10, Section 5.11, Section 5.12, Section 5.13, Section 5.14, Section 5.15, Section 5.16, Section 5.17, Section 5.18, Section 5.19, Section 5.20, Section 5.21, Section 5.22, Section 5.23, Section 5.24, Section 5.25, Section 5.26, Section 5.27, Section 5.28, Section 5.29, Section 5.30, Section 5.31, Section 5.32, Section 5.33, Section 5.34, Section 5.35, Section 5.36, Section 5.37, Section 5.38, Section 5.39, Section 5.40, Section 5.41, Section 5.42, Section 5.43, Section 5.44, Section 5.45, Section 5.46, Section 5.47, Section 5.48, Section 5.49, Section 5.50, Section 5.51, Section 5.52, Section 5.53, Section 5.54, Section 5.55, Section 5.56, Section 5.57, Section 5.58, Section 5.59, Section 5.60, Section 5.61, Section 5.62, Section 5.63, Section 5.64, Section 5.65, Section 5.66, Section 5.67, Section 5.68, Section 5.69, Section 5.70, Section 5.71, Section 5.72, Section 5.73, Section 5.74, Section 5.75, Section 5.76, Section 5.77, Section 5.78, Section 5.79, Section 5.80, Section 5.81, Section 5.82, Section 5.83, Section 5.84, Section 5.85, Section 5.86, Section 5.87, Section 5.88, Section 5.89, Section 5.90, Section 5.91, Section 5.92, Section 5.93, Section 5.94, Section 5.95, Section 5.96, Section 5.97, Section 5.98, Section 5.99, Section 6.00.

Page 5: Section 6.1, Section 6.2, Section 6.3, Section 6.4, Section 6.5, Section 6.6, Section 6.7, Section 6.8, Section 6.9, Section 6.10, Section 6.11, Section 6.12, Section 6.13, Section 6.14, Section 6.15, Section 6.16, Section 6.17, Section 6.18, Section 6.19, Section 6.20, Section 6.21, Section 6.22, Section 6.23, Section 6.24, Section 6.25, Section 6.26, Section 6.27, Section 6.28, Section 6.29, Section 6.30, Section 6.31, Section 6.32, Section 6.33, Section 6.34, Section 6.35, Section 6.36, Section 6.37, Section 6.38, Section 6.39, Section 6.40, Section 6.41, Section 6.42, Section 6.43, Section 6.44, Section 6.45, Section 6.46, Section 6.47, Section 6.48, Section 6.49, Section 6.50, Section 6.51, Section 6.52, Section 6.53, Section 6.54, Section 6.55, Section 6.56, Section 6.57, Section 6.58, Section 6.59, Section 6.60, Section 6.61, Section 6.62, Section 6.63, Section 6.64, Section 6.65, Section 6.66, Section 6.67, Section 6.68, Section 6.69, Section 6.70, Section 6.71, Section 6.72, Section 6.73, Section 6.74, Section 6.75, Section 6.76, Section 6.77, Section 6.78, Section 6.79, Section 6.80, Section 6.81, Section 6.82, Section 6.83, Section 6.84, Section 6.85, Section 6.86, Section 6.87, Section 6.88, Section 6.89, Section 6.90, Section 6.91, Section 6.92, Section 6.93, Section 6.94, Section 6.95, Section 6.96, Section 6.97, Section 6.98, Section 6.99, Section 7.00.

## Page 8

Otherwise known as the **Table Page:**

Page Formatting includes:

- **Landscape page orientation**
- **Unique Footer**
- **Page Border**

EXHIBIT A

THE ABC'S CAN BE HELD

Date	Amount	Cash	Accounts Receivable	Accounts Payable	Total Assets
1/1/88	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000
2/1/88	750,000	750,000	750,000	750,000	1,500,000
3/1/88	150,000	150,000	150,000	150,000	1,500,000
4/1/88	240,000	240,000	240,000	240,000	1,500,000
Total quarterly assets for 1988					\$ 3,240,000

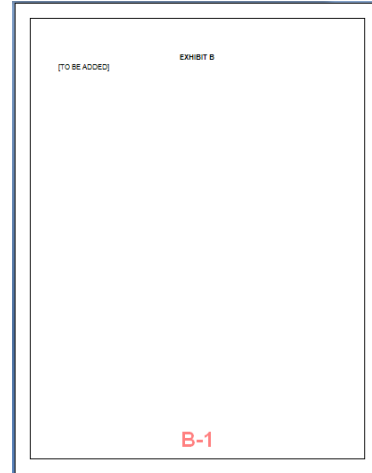
A-1

## Section and Page Breaks

### The Last Page

Page Formatting includes:

- **Unique Footer**
- **Back to Portrait Page Orientation**
- **Page Border**



Just like each floor in a building is separated by ceilings, each page format in a document is separated by **Next Page Section Breaks**

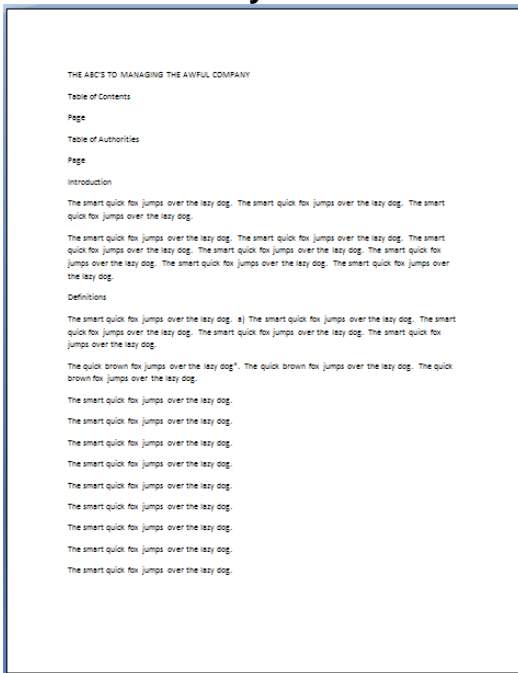
## Changing Views

When inserting Section Breaks, it's helpful to be in Draft View.

Look at the ABC Document on your PC.

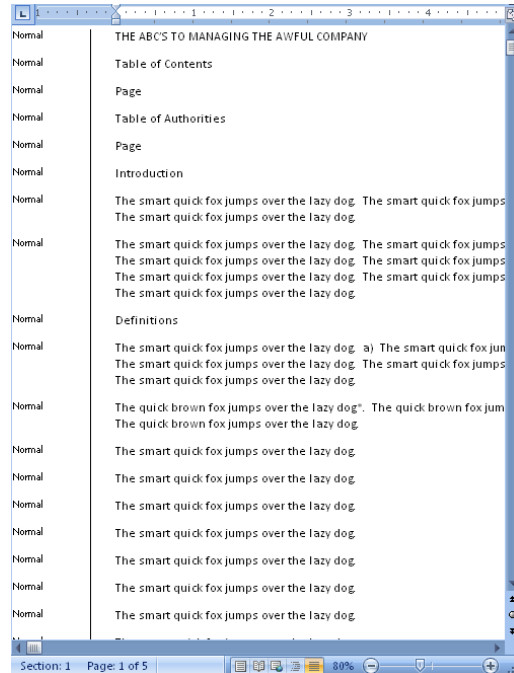
.If this is how the 1<sup>st</sup> page looks, then you're in:

### Print Layout View



If this is how the 1<sup>st</sup> page looks, then you're in:

### Draft View

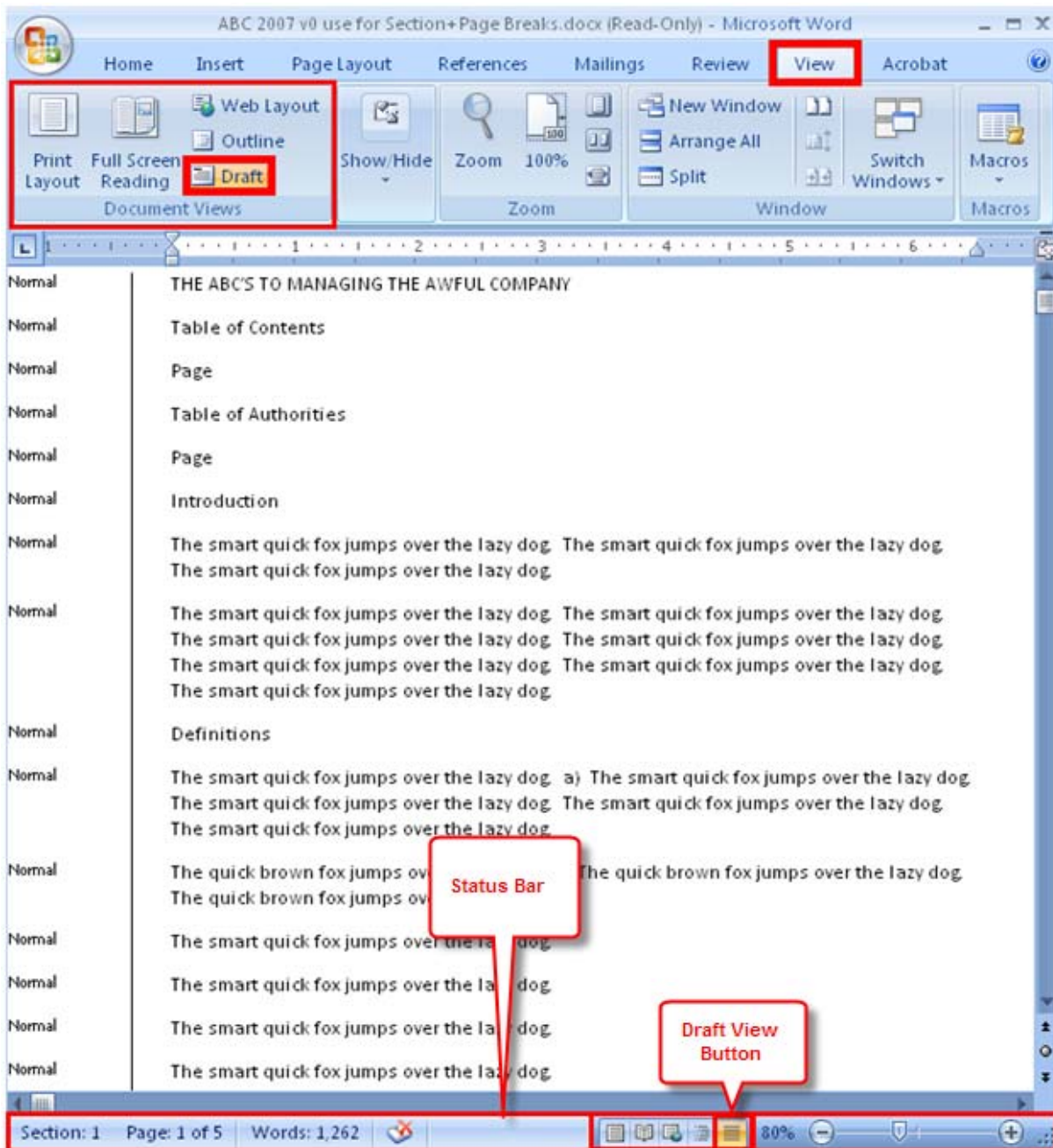


To change Views, either

1. Click the **View Tab** then from within the **Document Views Group**

## Section and Page Breaks

### 2. Click on the **Draft Button**



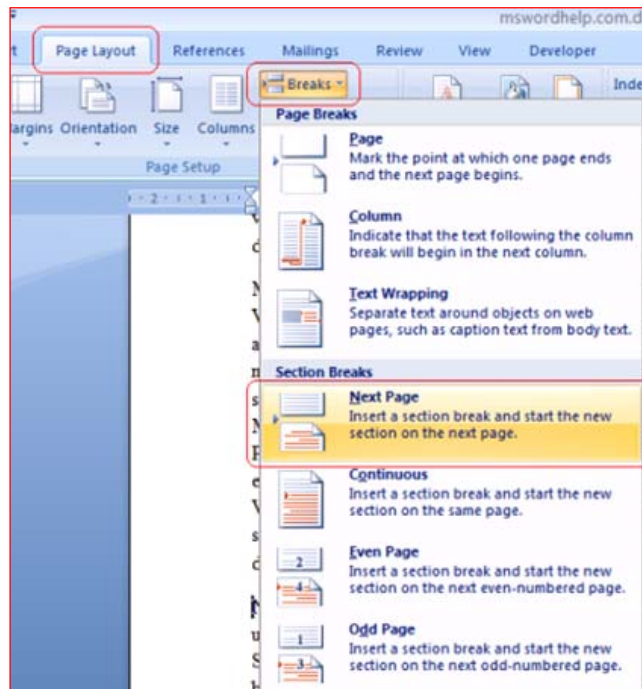
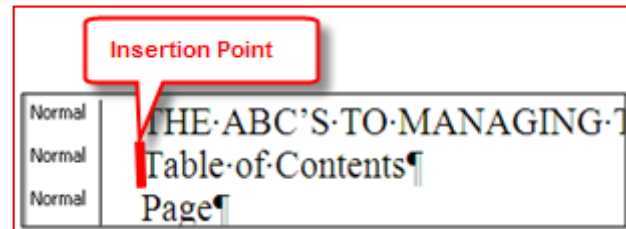
Or

1. From the **Status Bar** at the bottom of the Word Window, go to the **View Group**.
2. Click the **last button**, which is for displaying the **Draft View**.

## Section and Page Breaks

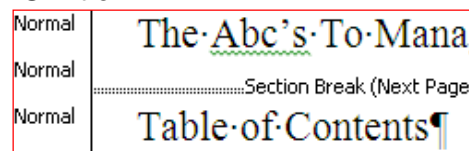
### Inserting Section Breaks

1. Go to the top of your document
2. Position the **Insertion Point** before the first occurrence of the word 'Table'
3. Click on the **Page Layout Tab**.
4. Select the **Breaks Option**
5. Under the **Section Breaks** area, click **Next Page**



6. Click **OK**

The **Page Break Menu** disappears. A **Next Page Section Break** is inserted just below the *ABC Title*



## Section and Page Breaks

Below is a screenshot of the ABC document in Draft/Normal View indicating where Section Breaks should be inserted. You can also insert Page Breaks where necessary.

THE ABC'S TO MANAGING THE AWF

.....Section Break (Next Page).....

Table of Contents¶

Page¶

.....Page Break.....¶

Table of Authorities¶

Page¶

.....Section Break (Next Page).....

Introduction¶

.....Page Break.....¶

Conclusion¶

The smart quick fox jumps over the lazy dog. |\_\_\_\_\_

JACK SPRAT¶

Corporate Counsel¶

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.....Section Break (Next Page).....

EXHIBIT A¶

The ABC's Can Be Awful¶

Date¶

Profit¶

Loss¶

Liquidations¶

4/1999¶

240,000¶

85,261.34¶

987,111¶

432,520.00¶

Total quarterly assets for 1999:¶

\$ → 2,529,265.42¶

What's wrong with this picture?¶

.....Section Break (Next Page).....

EXHIBIT B¶

[TO BE ADDED]¶