



5. Structuring your document

Using section breaks

You can format the structure of your document in different ways. For example, you may need to include a large diagram or table that will only fit on a landscape page, or have different headers or footers at different points. This is achieved by splitting your document into **sections** that you can format independently.

There are several types of section break:

Next page	The new section starts on the next page.
Continuous	The new section starts on the same page. Use this where you want different formatting on a single page, such as columns in one section and margin to margin text in another.
Even page or Odd page	The new section starts on the next even- or odd-numbered page. This is normally only used when printing double-sided, and will create blank pages depending on the number of pages in the section.

If you are working in **Print Layout** view, it is a good idea to be able to see your section breaks, so that you do not delete them accidentally. On the **Home** tab, click on the **Show/Hide**  button  to display formatting marks. Section breaks appear as double dotted lines, and indicate the type of break:

§.....Section Break (Next Page)

You can customise the status bar at the bottom of the screen to display the number of the section you are working in so that you can keep track of where you are. You can also display the page number as shown on the page itself (formatted page number), as well as the physical page number.

Using headers and footers

Headers and footers are areas at the top and bottom of a page that you can use to display text, page numbers and even text boxes, tables and images.

By default, content entered in a header or footer appears on every page. Inserting section breaks allows you to change the formatting and content for each section. For example, you can include the title of each chapter, or change the format of the page numbering. This is done by **unlinking** sections from each other and then formatting them separately.



Note: The convention for page numbering in a document such as a thesis is to have a contents page with no page number, introductory pages (preface, acknowledgements etc.) numbered in Roman numerals (i, ii, iii), and the body in Arabic numerals (1, 2, 3).