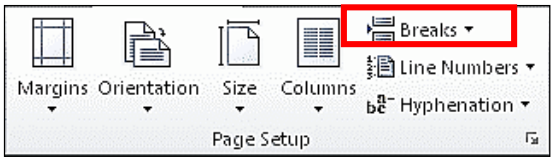
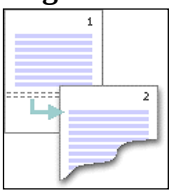
Microsoft Word 2013: Insert and Delete a Section Breaks

To insert a section break, click **Page Layout**, click **Breaks**, and to find the various section breaks to add.



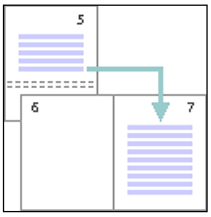
A **Next Page** section break starts the new section on the next page



A **Continuous** section break starts the new section on the same page.



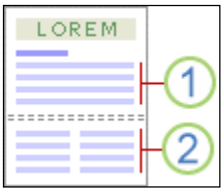
A continuous section break is useful when you want to change the formatting, such as changing the number of columns, without starting a new page.
An **Even Page** or an **Odd Page** section break starts the new section on the next even-numbered or odd-numbered page.



When you want document chapters to begin on an odd page, use an **Odd page** section break.

Insert a column break

To change a section's layout into columns, click **Page Layout**, click **Columns**, and then click the number of columns that you want.
For example, you can add a Continuous section break and then lay out part of a single-column page as two columns.

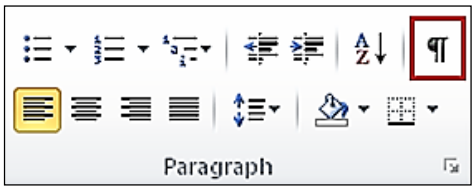


1 Section formatted as a single column
2 Section formatted as two columns

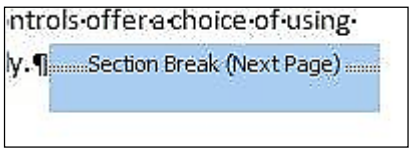
The section break is like a fence that encloses your column formatting. But if you remove a section break, the text above becomes part of the section that was below the break, and it's formatted like that text.
Let's look at the example in the picture above. If we remove the section break between the first and second sections, the entire document will be formatted in two columns, because that's the formatting below the section break.
You can use sections to make (or fence in) other formatting changes on different pages in your document.

Delete a section break

It's easier to find and delete a section break when you turn on **Show/Hide**. Click **Home**, and then click **Show/Hide** to show section breaks and paragraph marks.



1. To delete a section break, scroll until you see it. Select the section break by dragging from its left edge all the way to the right edge.



2. Press **Delete key** on your keyboard.

When you delete a section break, the text that was above the break becomes part of the section that was below the break, and its text is now formatted the same way as the text that was below the break.