



## Putting a Heading on the Next Page

There are times, as shown in this tutorial, when you want to put a heading on the next page for either visual effect or to further separate content/topics/chapters.

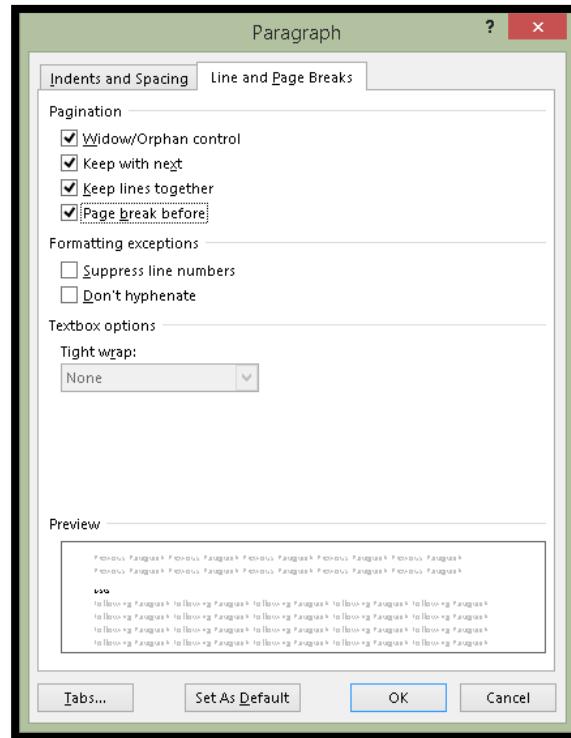


Figure 1 Paragraph dialog with Line and Page Breaks tab showing.

To add a page break before text in a document:

1. Select the Heading or piece of content you want at the top of the next page.
2. Press Alt + H, P, G for Home Ribbon, Paragraph dialog.
3. Press Ctrl + Page Down to move to the Line and Page Breaks tab.
4. Press Alt + B to move to and check the check box to put a Page Break Before.
5. Tab to and activate the OK button by pressing Enter.

This technique provides a cleaner page break than using Shift + Enter and is easy to remove if you have to due to additional content or reorganizing of content.

To remove the page break before, access the Paragraph dialog again and uncheck this check box. By using this method consistently, it is faster and easier to add or remove the page breaks before content.

Find more how to documents on the [Karlen Communications Handouts](#) web page.