KB CommEntary

My Back Pages

Way back when, a page was a page, as in a single sheet of paper. Today, the computer decides what constitutes a page, unless we intercede. Learn how to insert page breaks correctly in this edition of *KB CommEntary*.

What's Up at KB COMM?

At KB COMM, we provide mission-critical communication and learning services to clients in a variety of industries. Thanks to our established and new clients for keeping us busy. Recent and ongoing projects include:

- Writing and editing numerous information products for a healthcare diagnostics manufacturer, including employee communications, customer presentations and letters, product marketing brochures and data sheets, and training materials
- Writing and editing marketing and employee communications for an academic research organization
- Formatting and revising technical reports and manufacturing standard operating procedures, work instructions, forms, logbooks, and batch records for a pharmaceutical company
- Revising and maintaining GMP facility drawings
- Drafting, reviewing, and editing for consistency and accuracy response documents and associated modules for electronic submission to health authorities on behalf of pharmaceutical companies

KB COMM LLC is a certified Women's Business Enterprise. We are officially qualified to participate in corporations' woman- and minority-owned vendor programs.

Please keep us in mind for your communication or training projects.

Tips and Tales

Breaking Bad

In olden times, writers used typewriters, and when they ran out of space on the page, they rolled out the sheet and put in a new one. They also walked uphill to school. Both ways. In the snow. Nowadays, we use word processing programs that let us type on an endless virtual sheet, and the application automatically starts a new page for us.

Sometimes, however, we want to insert a page break someplace other than where the application decides it should go. There are several options for doing this in Microsoft Word, but some are better than others.

Manual Page Break

SHIFT + ENTER

This is the easiest way to insert a page break, but it can change the spacing of the paragraph above or below the break. In addition, if you put a manual page break before a heading style and later decide to remove the break, your heading style may revert to Normal. This is because the manual page break takes on the formatting of the paragraph before it.

Page Break Before

Paragraph > Line Breaks and Pages > Page Break Before

This is our preferred method for inserting page breaks. In fact, we love it so much, we added a button for it on our Quick Access Toolbar. It is by far the cleanest and most reliable way to insert page breaks without creating formatting surprises. The paragraphs before and after the break will retain their formatting, and spacing at the top of the new page will be the same as on the previous page.

Section Break

Please note: A section break is a completely different animal than a page break, but we frequently see them used incorrectly to insert page breaks. If all you want to do is insert a simple page break, do not use a section break! Use a manual page break, or better yet, a Page Break Before, as described above.

When improperly applied, section breaks can and will introduce all manner of formatting problems to your document, including changing the margins, alignment, and page sizes, among other things. These issues can be very difficult to correct and may result in you having to start over and reformat the entire document.

We recommend that section breaks be used only to:

1. Change page orientation (from portrait to landscape and vice versa) for one or more pages in a document.
2. Change the information that appears in a header or footer in a particular part of a document (a new section!).

Also, please note that there are different kinds of section breaks. If you need to use a section break to do either of the two items listed above, we recommend that you use only the Page Layout > Breaks > Next Page option.

Other section break options include *Continuous*, *Even Page*, and *Odd Page*. Unless you are an expert in Word, do not use these—ever! We promise you will regret it.

And please remember, *when it has to be right*, KB COMM is here to help.

Sincerely,

Kathy

Kathy Breuninger

KB COMM

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