

## Inserting Section and/or Page Breaks

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**Purpose** To insert a section break and/or a page break.

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### Process

| STEP | ACTION   | RESULT/RESOURCES |
|------|--|------------------|
| 1    | <p>Click the Page Layout group.</p> <p>NOTE: Be sure that that the cursor is in the body of the document not in the header or footer .</p> |                  |

2 In the Page Setup group, click the Breaks drop down menu.

Click the "Page" option under "Page

