



EDITING IN MS Word (365) 101

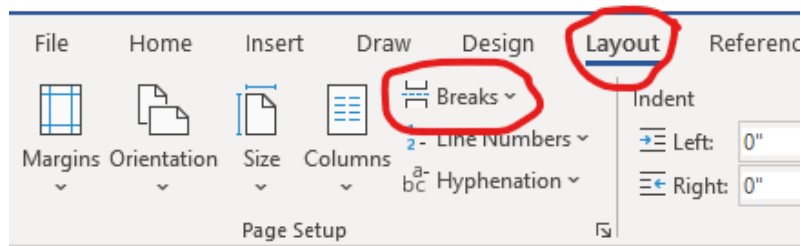
By Rachel E. Newman

LESSON #5 Working with Breaks

This week we will learn how to add breaks and how to work within sections. This will affect how you work with page numbers, footnotes, and endnotes. It will also help if you have sections of your document that are formatted in columns.

Section Breaks

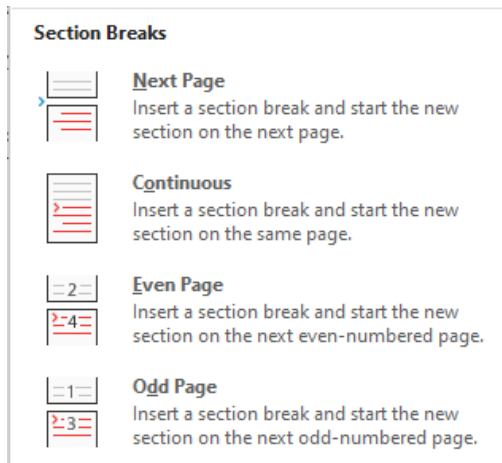
Breaks are found in the ribbon of your Layout tab.



If you click on the drop-down arrow next to Breaks, you will see the breaks are grouped into two categories: page breaks and section breaks.

Page breaks only apply to the body text of the page. A section break, however, designates an entire section within the whole document, and it causes Microsoft Word to treat that section as if it is a separate document within the whole. Therefore, it separates not only the body text but also the page margins, page numbers, and headers and footers.

We are going to focus first on the section breaks. They are Next Page, Continuous, Even Page, and Odd Page.



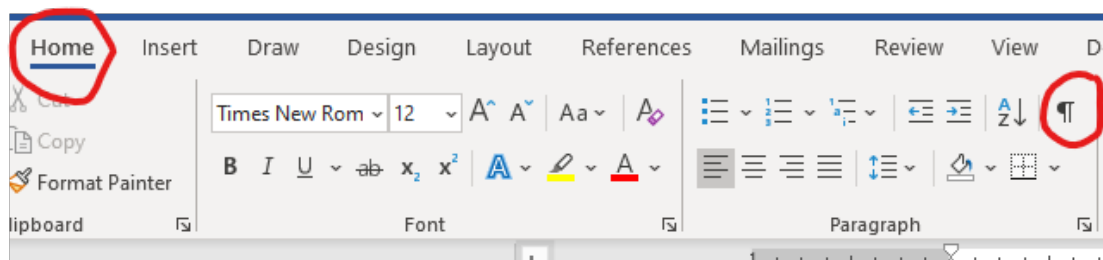
Before you insert one of these breaks, position your cursor where you'd like the break to occur. If you select Next Page, the text after the cursor will be moved to the top of the next page. Microsoft Word will now treat this text as a separate document within the whole document.

If you select Continuous, the text after your cursor will stay where it is and the break will be inserted where your cursor is. Microsoft Word will treat this text as a separate document within the same page.

If you need to move text to the next even or odd page, you can choose the appropriate break and it will move all the text after your cursor to the next even or odd page. If you add text before this break, Microsoft Word will continue to move the text after the break to the next even or odd page so it is always on the appropriate page. And it will treat this text as a separate document within the whole.

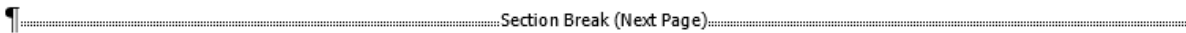
We will get to how this is practically important after we see how to add page numbers, footnotes, and endnotes.

If you accidentally add the wrong kind of break, or if you suspect a document has a break but can't figure out how to get rid of it or how to change it, you can toggle your Show/Hide button on your Home-tab ribbon.



To toggle it on and off without using the mouse, use Ctrl + * (the same as Ctrl + Shift + 8).

This will show the breaks as dotted lines and identify what kind of break it is.

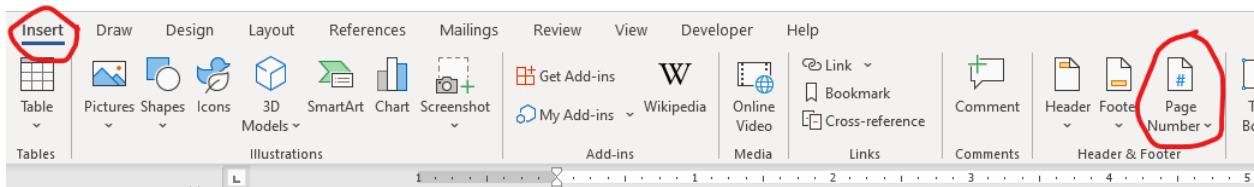


From here you can position the cursor before the break and press “Delete” on your keyboard.

Now let’s take a look at Microsoft Word’s feature for adding page numbers.

Page Numbers

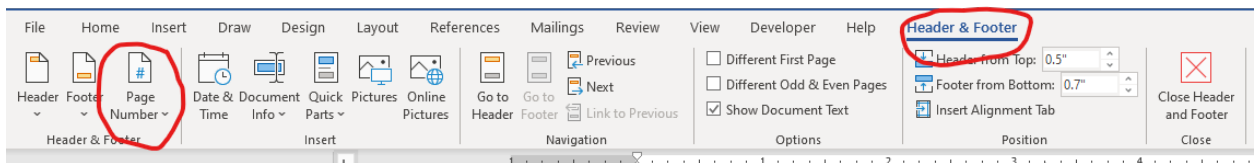
You can insert page numbers from the Insert tab in the Header & Footer area on the right end of the ribbon.



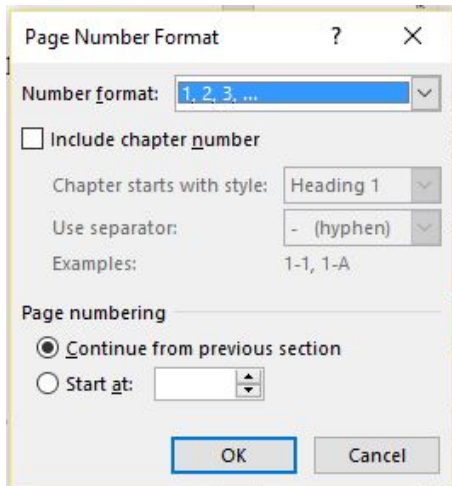
If you click on the drop-down arrow next to Page Number, it will give you several location options. Select a location and another drop-down menu will appear with several formatting options. I usually choose a Plain Number option and then change the formatting manually.

Once you’ve chosen your page numbering, your Header & Footer-tools ribbon will appear at the top of the screen.

Another way to insert page numbers is to simply double click in the header or footer area of the manuscript. This will automatically open the Header & Footer-tools ribbon. The Page Number button is on the left side in this ribbon.

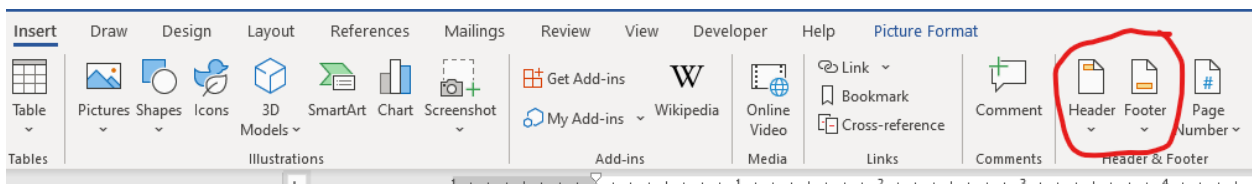


Once you’ve inserted page numbers, you can specify their formatting within the section you’re working in. Click the drop-down arrow on the Page Number button. Select “Format Page Numbers.” This will open the Page Number Format dialog box.

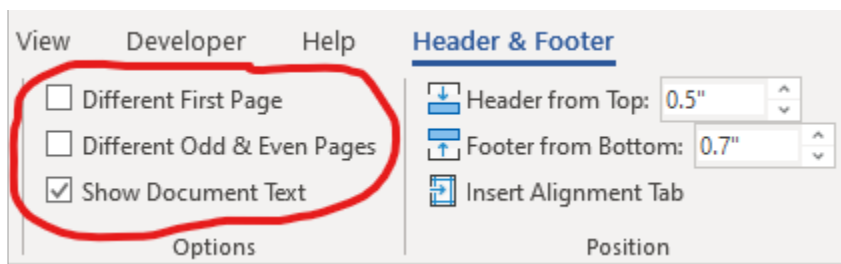


Here you can change the numbering from Arabic numbers to Roman numerals. You'll want to do this for any front matter in a book. You can have Microsoft Word include the chapter number in the page numbering, although I've never yet needed to do this. And you can continue the numbering from the previous section, or you can specify the numeral that should be used to start the numbering in this section.

Sometimes you may want to remove page numbers from the first page of each chapter. To do this, you'll work within the Header & Footer-tools ribbon. The fastest way to access the Header & Footer-tools ribbon is to double-click in the header or footer. (You can also access it by going through the Insert tab, the Header drop-down arrow, and selecting "Edit Header." If you don't want to use your mouse, create a shortcut key or macro to open the Header & Footer-tools ribbon.)



On the Header & Footer-tools ribbon in the Options area, you can choose to have a "Different First Page" and "Different Odd & Even Pages." For instance, you can check the box for "Different First Page," remove the page number from the first page in the chapter, and have the numbers start on the second page.



This ribbon controls only the section you are currently working in. So if you are in a separate section for chapter 5 and you tell it to have a different first page, whatever you do to the first page will only affect chapter 5.

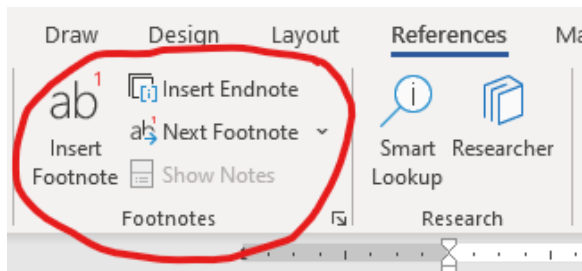
This works the same for any text you have in the header or the footer.

Footnotes and Endnotes

You've seen how using section breaks helps you work with page numbers. Now let's take a look at how they affect footnotes and endnotes.

There are two ways to insert a footnote or endnote: a long way and a short way.

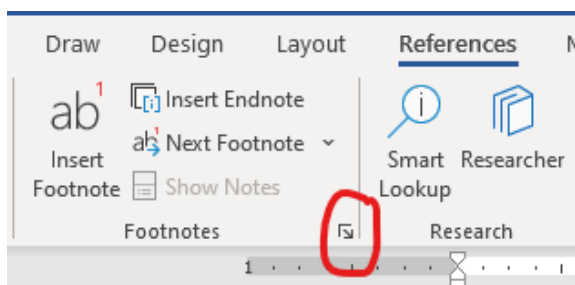
The Long Way: Click on your References tab and find the Footnotes area.



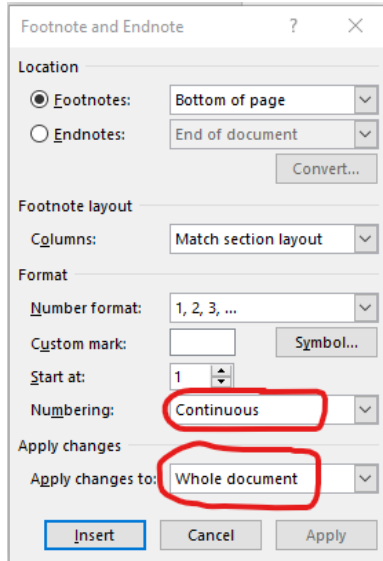
Click on the Insert Footnote button or Insert Endnote button.

The Short Way: Ctrl + Alt + F (Footnote) or Ctrl + Alt + D (Endnote)

Once you've inserted a footnote or endnote. You can format all the notes for that section. In the Footnotes area of your References tab, click on the arrow in the bottom right-hand corner.



This will open the Footnote and Endnote dialog box.



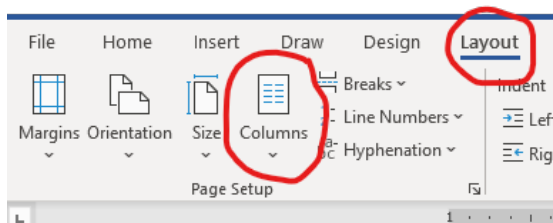
You can see there are several different options for you to adjust. Especially note the option “Numbering” under the Format section. You can use this to customize the notes to the needs of your client. Right now the numbering is set to continuous, which means that it will link to the previous section’s numbering and continue it through this section. But you can change it and have it restart at each section or even restart at each page.

The changes you make can be applied to the whole document or you can apply them only to the section you’re working in.

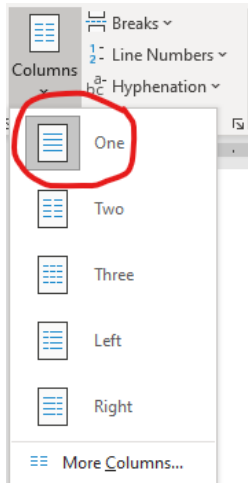
If you change your selection to Endnotes, you can change the location to the end of the section or the end of the document. If you make each chapter its own section, this enables you to restart the footnotes or endnotes with every chapter.

Columns

Understanding columns is necessary if you are editing newsletters or articles. You can find “Columns” under the Layout tab in the Page Setup section.

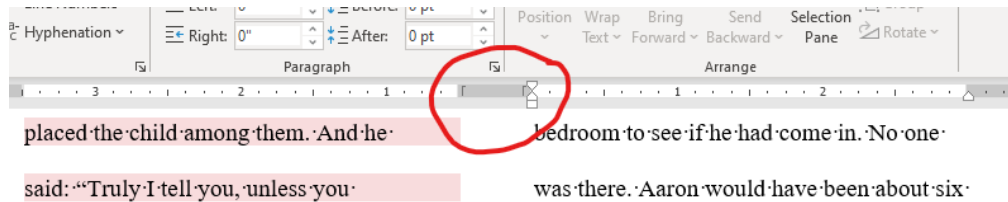


To format an entire document into columns, click the drop-down arrow, and select the number of columns you want. By default, your document is formatted into one column.

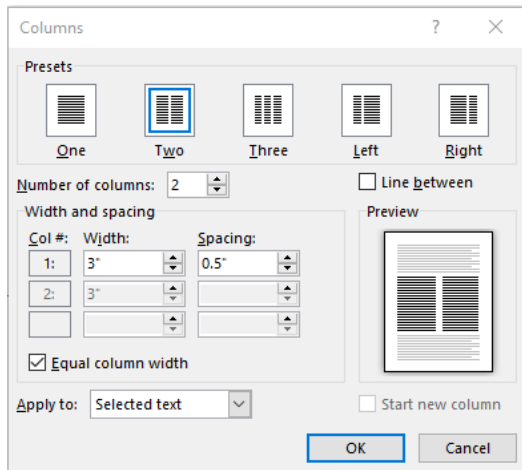


If you want to format only a section of text into columns, highlight the section of text, click the Columns drop-down arrow, and select the number of columns you want. Microsoft Word will automatically insert the necessary section break to separate the highlighted text from the rest of the body text.

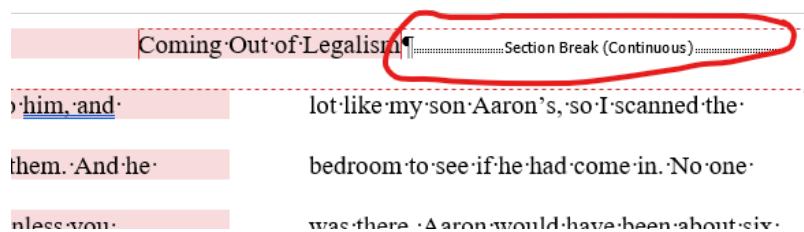
To open the Columns dialog box and see more options, click on “More Columns...” at the bottom of the drop-down menu. Or you can double-click on the gutter, which is the gray space between the two columns on your horizontal ruler at the top of the screen.



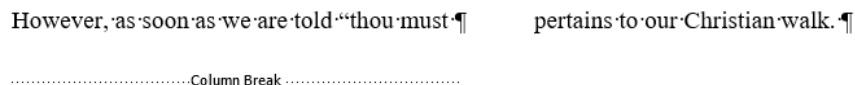
In the Columns dialog box, you can change the number of columns, increase or decrease the space between the columns, add a line between the columns, and apply the changes to selected text, selected sections, or the whole document.



Once you're back to working in the text of your columns, you may find that you need the first line or two to serve as a title. You can highlight these lines, center them (Ctrl + E), and then change their column format to "One." Toggle your Show/Hide feature (Ctrl + *), and you'll see that Microsoft Word inserted a continuous section break to separate the title from the columns.



Now let's talk about your "Column" break, which is one of your options in the drop-down menu for breaks. When you divide text into more than one column, it continuously formats the text so that the text will continue to the end of the column and then start at the top of the next column. There may be a time, however, when you want the columns to parallel each other and end right about the same place. To do this, you can insert a column break and the text following the column break will start at the top of the next column.



This concludes this week's lesson on working with breaks.

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LESSON #5 ASSIGNMENTS

To receive a Certificate of Completion, you must successfully complete a designated number of assignments per lesson. For this lesson, you must complete at least two assignments.

These assignments will use last week's manuscript excerpts. Tell the class about the assignments you completed and attach your completed Microsoft Word document.

Assignment #1

If you added a TOC to the manuscript last week, chapter one now begins on page 2. Add an Odd Page break before chapter 1 so that it begins on page 3.

Assignment #2

Insert a lowercase Roman numeral for the TOC page. Insert Arabic page numbers for the other pages so that on even pages they show in the upper left-hand corner and on odd pages they show in the upper right-hand corner.

Assignment #3

Turn the parenthetical information into footnotes. Make it so the numbering restarts with each chapter.

Assignment #4

Format all of chapter 4 into two columns. Highlight the chapter title and format it as one column. Scroll to the end of the chapter and make the final two columns even.