

Technical Tip: Page Break between Chapters (PC)

To insert a page break, you can do it a couple of ways.

- (1) Pressing Control + Enter will automatically take you to a new page.
- (2) You can also navigate to the “Insert” tab. On the far left are three options, one of which is “Page Break.” Click on it.
- (3) Do this every time you need a new page (after title page to copyright page, from copyright page to table of contents, from table of contents to the start of the first chapter, and then from chapter to chapter).