

At some point, you will want to start a new chapter. Follow these steps:

- 1) Put the cursor at the end of the chapter, on a blank line (empty paragraph) of its own.
- 2) Choose **Insert > More Breaks > Manual Break**. The Insert Break dialog (Figure 177) opens.
- 3) Under *Type*, choose **Page break** and under *Style*, select **First Page**.

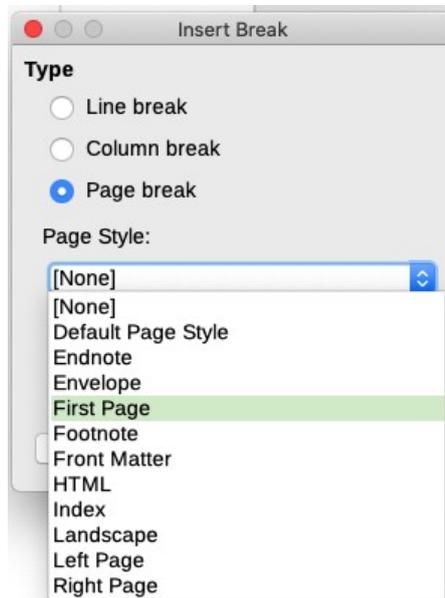


Figure 177: Choose Page break and select the First Page style

### **i** Tip

You can automate these breaks by defining the paragraph style of the chapter's title (usually Heading 1) to include a page break.

### **Example: Page with special formatting**

Sometimes you may need to insert a page with special formatting, for example a landscape page or a page with more columns. This can also be done with page breaks. Suppose that the current page has the *Default Page Style*.

- 1) Choose **Insert > More Breaks > Manual Break**.
- 2) Select the desired page style (say, *Special Page*) in the Insert Break dialog.
- 3) Type something on this page. Then insert another page break, selecting *Default Page Style* again.

This concept is illustrated in Figure 178.

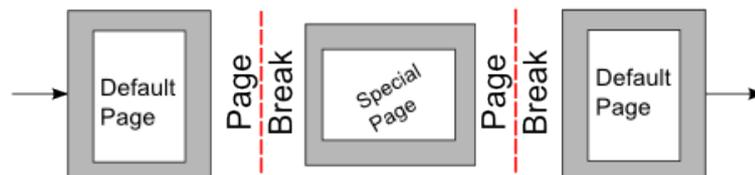


Figure 178: Inserting a page with special formatting