Inserting page breaks

In many documents (for example, a multi-page report), you want the text to flow from one page to the next as you add or delete information. Writer does this automatically, unless you override the text flow using one of the techniques described in this section.

Controlling automatic page breaks

You can control some of the automatic text flow in several ways, including:

- Use the **Keep with next paragraph** option, for example to prevent the lead-in sentence to a list from being separated from the list. This option is found on the *Text Flow* tab of the Paragraph dialog (right-click and choose **Paragraph > Paragraph** in the context menu to open the dialog).
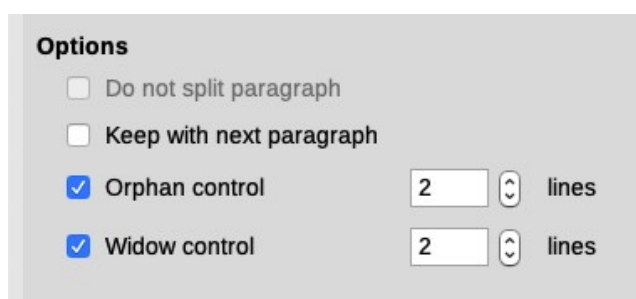

Figure 92: Keep with next paragraph and Do not split paragraph options on Paragraph dialog

- Use the **Do not split paragraph** option on the *Text Flow* tab of the Paragraph dialog (for individual paragraphs) or the Paragraph Style dialog (for all paragraphs with that style).

- Use a paragraph style to require a paragraph to start on a new page. A typical use is for chapter titles to always start on a new right-hand (odd-numbered) page; use the Paragraph Style dialog to define this (see "Text flow options for paragraph styles" in Chapter 9, Working with Styles, for more information).

Inserting a page break without changing the page style

If you want a page break in a particular place—for example, to put a heading at the top of a new page—you can position the cursor at the point where you want to start the new page and select **Insert > Page Break** on the Menu bar.

Inserting a page break and changing to a new page style

If you want the new page to have a different page style—for example, to change from a First Page style to a Left Page style—use either of these methods.

> ⚠ **Caution**
>
> Do not try to change a page style for a single page without inserting a page break. If you do, the page style of some or all of the other pages may also change.

Method 1

1) Position the cursor at the point you want to start the next page. Select **Insert > More Breaks > Manual Break**.

2) In the *Type* section of the Insert Break dialog (Figure 93), **Page break** is preselected, and **Style** is set at [None]. In the **Style** drop-down list, select the page style for the next page. Do not select the Change page number option. Click **OK**.