Figure 93: Inserting a manual page break and changing the page style

Method 2

1) Position the cursor in the paragraph you want to be at the start of the next page. Right-click and choose **Paragraph > Paragraph** in the context menu.

2) On the *Text Flow* page of the Paragraph dialog (Figure 94), in the **Breaks** section, select **Insert** and **With page style**. From the **Style** drop-down list, select the page style for the next page. Do **not** select the Page number option. Click **OK** to insert the page break.
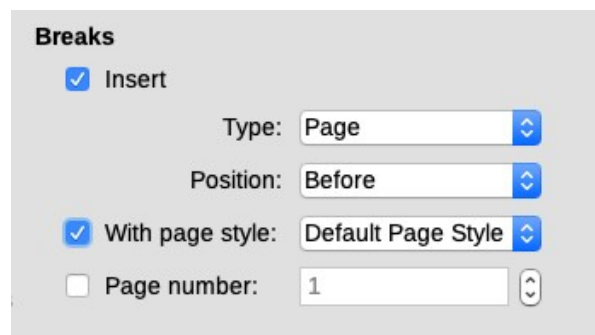

Figure 94: Inserting a manual page break using the Paragraph dialog

> ### ⓘ Tip
>
> See "Numbering the first page something other than 1" on page 108 for information on the use of the page number field in these dialogs.

Creating headers and footers

Headers are portions of a document that appear at the top of every page; footers appear at the bottom of a page. They typically include a page number and sometimes document information such as the title. In Writer, headers and footers are specified in page styles; therefore, all the pages with the same page style will display the same header and footer, although the contents of the header/footer may vary. For example, the header/footer on the first page of a section, chapter, or document may contain different information than the rest of the headers and footers in the document, even though the page style is the same. See "Using one page style" on page 111.

Chapter 9 describes how to format a header as part of the page style formatting. The example below shows how to insert a header in the Default pages using manual formatting.