



Word: Things you should never do #2

One of the reason I am so happy to see people take our Level 1 courses – even if they have been using the respective program for some time – is because it's our chance to correct people's bad habits. So, from time to time, I will publish a "Things you should never do" tip.

- **Never use the [ENTER] key to force a new page.**

Let's say a topic only fills a portion of the page and you want the next topic to start on a fresh page. Do NOT add a whole bunch of ENTERs to force the cursor to the next page.

Add a PAGE BREAK instead.

Why?

All those ENTERs that you pressed are known as HARD RETURNS...they are physical entities that won't leave unless you delete them. If you decide to add a paragraph or two (or more) above all those ENTERs...they will just be pushed (by the newly-added text) further down your document...and could end up causing a gap of blank lines where you didn't want them.

The diagram shows a document with text on the first page and a gap at the end. Four callout boxes explain the consequences of using multiple Enter keys:

- ENTERs were used to create the gap at the end of the first page.
- So that the next topic started on a new page.
- But adding only one additional paragraph to this page.
- Pushed those ENTERs down and some ended up at the top of the next page...which you must now clean up.

What should you have done?

With the cursor sitting on a blank line immediately following the first subject text:

MOUSE METHOD:

1. Click the LAYOUT tab.
2. In the PAGE SETUP section – click the ▼ beside BREAKS.
3. Click PAGE at the top of the list.

KEYBOARD METHOD:

Press [CTRL][ENTER]

Whether you used the mouse or the keyboard, your cursor will be forced down to the start of the next page. Any text that you add to the first page (as long as that text precedes the page break that you added) will simply push the page break downward...not a big gap.