



## How to Add Page and Paragraph Breaks

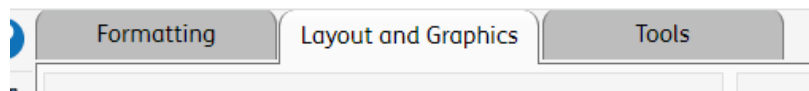
 Create a Document

In Create a Document you can add page, line and paragraph breaks to add functionality and personalisation to your documents.

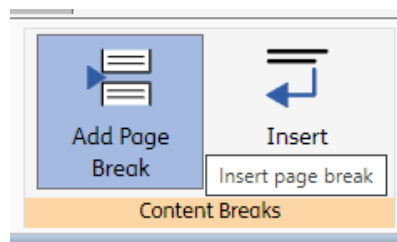
### Insert Page Breaks

You can add a page break to a document (for example if you are creating a book with multiple pages).

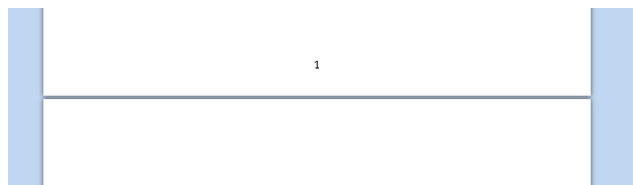
1. Select the **Layout and Graphics** tab.



2. With the cursor placed where you want to add the break, click the **Add Page Break** button.



3. Your page break will be added and your cursor will appear at the top of the next page.



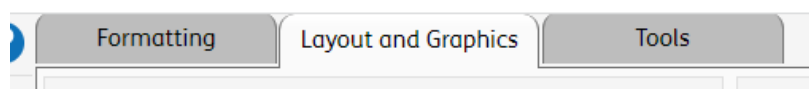
4. You can always see page breaks marked with a blue line.



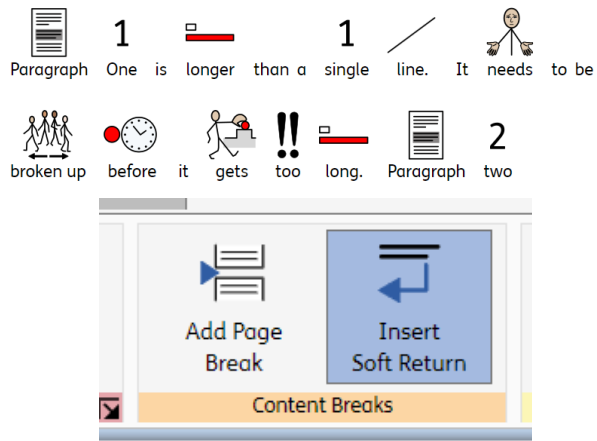
### Insert Line Breaks

You can also add line breaks to move content to a new line on the page, whilst still keeping it as part of the same paragraph. This can be useful in allowing the symbol user to see the information in more manageable chunks, while still being editable with the whole paragraph.

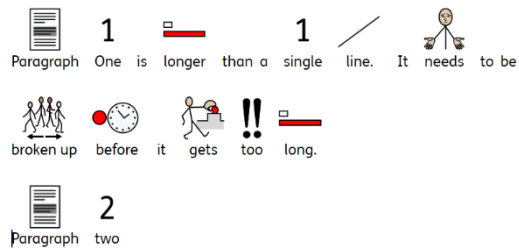
1. Select the **Layout and Graphics** tab.



2. With the cursor placed where you want to add the break, click the **Insert Soft Return** button.



3. The text will now be moved to start a new line or paragraph.



## Insert Paragraph Breaks

You can also add paragraph breaks to move content to a new part of the page. This can be useful in allowing the symbol user to see the information in more manageable chunks. This is achieved by simply pressing Return/Enter on your keyboard.