

## **Steps To Set Page Breaks In Your Projecteze Table**

Sometimes tables in MS Word will separate across page breaks where you wouldn't expect them to; entire rows might jump to the next page even though there's obviously enough room for them on the previous page. To prevent this from happening and to keep your Projecteze Table all together and looking great, follow these few simple steps.

### **MS Word 2003 (PC) and 2004, 2008, 2011 (Mac):**

#### **1. Format Paragraphs**

Select the entire document by hitting **Ctrl-A** or using the menus **Edit>Select All**. Now, with the entire document highlighted and ready for formatting, go to **Format>Paragraph>Line and Page Breaks**. Select all of the following and hit **OK**:

“**Widow/Orphan control**” – this prevents a single line of a paragraph from being left alone at the top or bottom of a page. This selection should be enabled by default in Word.

“**Keep lines together**” - this keeps a single paragraph from being split across two pages.

“**Keep with next**” – this prevents two paragraphs from being separated across two pages.

#### **2. Prevent Rows From Splitting**

Now, select just the Table. With your cursor anywhere inside your Projecteze Table, go to **Table>Select>Table**. Then go to **Table>Table Properties>Row tab**. Clear the check box for “**Allow row to break across pages**” and hit **OK**. This will prevent rows from breaking internally within the table, keeping each row together on the page.

### **MS Word 2007 and 2010 (PC):**

#### **1. Format Paragraphs**

Select the entire document by hitting **Ctrl-A** or using the menus **Home ribbon>Editing group>Select>Select All**. Now, with the entire document highlighted and ready for formatting, go to the **Home ribbon>Paragraph group**. Click the dialogue launcher (small arrow) in the bottom right corner to open the **Paragraph** dialogue. Select the **Line and Page Breaks** tab. Select all of the following (see Word 2003 above for descriptions) and hit **OK**:

“**Widow/Orphan control**”

“**Keep lines together**”

“**Keep with next**”

#### **2. Prevent Rows From Splitting**

With your cursor anywhere inside the table, the **Table Tools** tab will come up at the top of the window. Select the entire table by going to **Layout>Select>Select Table**. Then go to **Layout>Properties>Row tab**. Clear the check box for “**Allow row to break across pages**” and hit **OK**. This will prevent rows from breaking internally within the table, keeping each row together on the page.