

Why are Word documents with Section Breaks harder to print

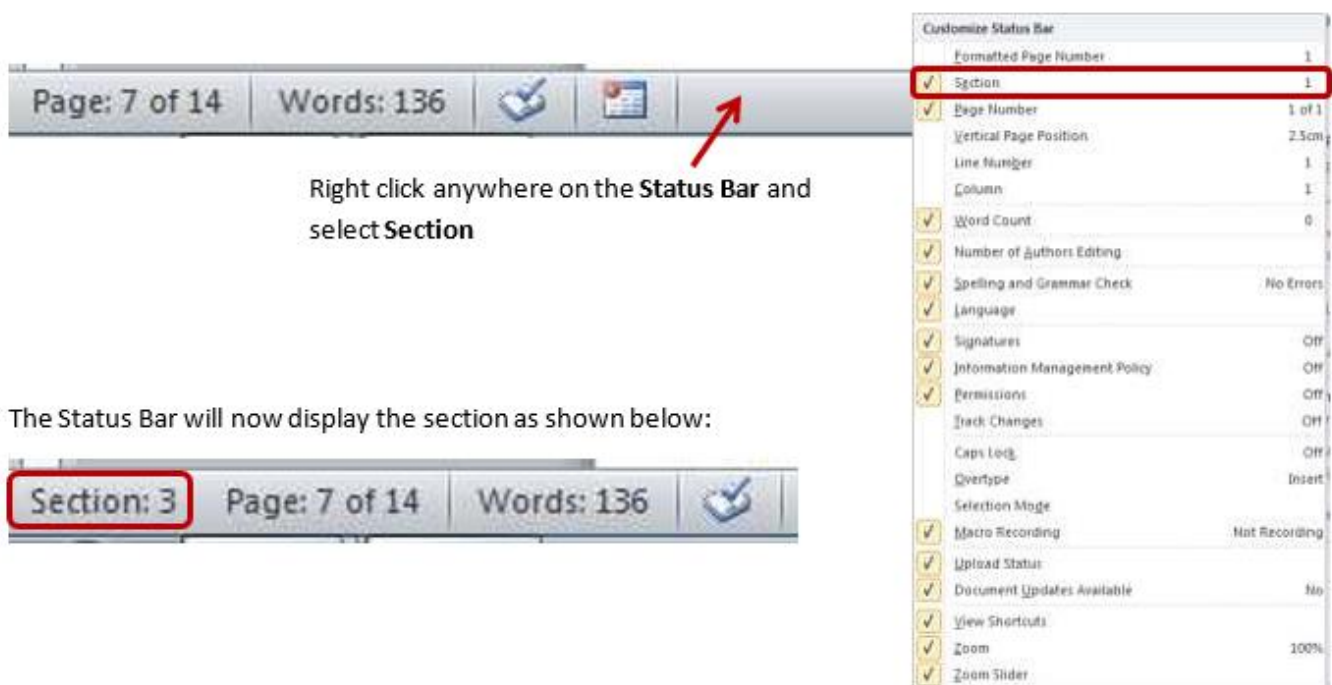
Printing specific pages of a Word document that has various page numbering formats can be a bit tricky.

A typical example would be a dissertation. If you wanted to print a specific page of the document (for example page 1) the printer would only print the front cover as it is logically the first page of the document. Whereas there are two further pages numbered as page 1 within the document as well!

In order to create a document with various page numbering formats, you must insert 'Section Breaks'. By identifying the different sections of the document, you will be able to print easily.

Before you start printing...


Open the Word document. Go to the **Status Bar** (the grey bar at the bottom of the Word screen – displayed below).



The image shows the Word Status Bar at the bottom of the screen. It displays "Page: 7 of 14", "Words: 136", and a printer icon. A red arrow points to the right-click context menu that appears over the Status Bar. The menu is titled "Customize Status Bar" and lists various options. The "Section" option is highlighted with a red box, and its value is shown as "1".

Right click anywhere on the **Status Bar** and select **Section**

The Status Bar will now display the section as shown below:

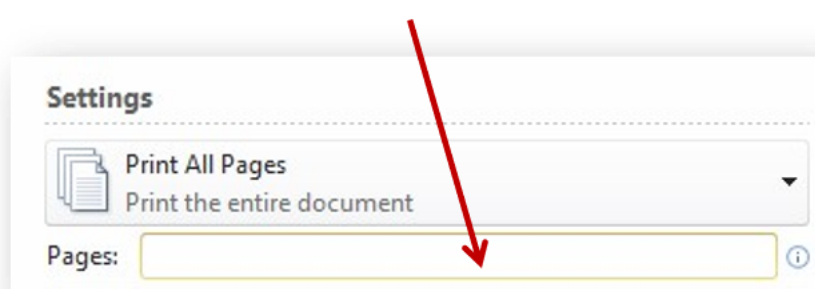


The updated Status Bar now shows "Section: 3", "Page: 7 of 14", and "Words: 136". The "Section: 3" text is highlighted with a red box.

Printing specific pages of a section

Locate the page/pages you wish to print and take note of the **Section number** and the **Page number**.

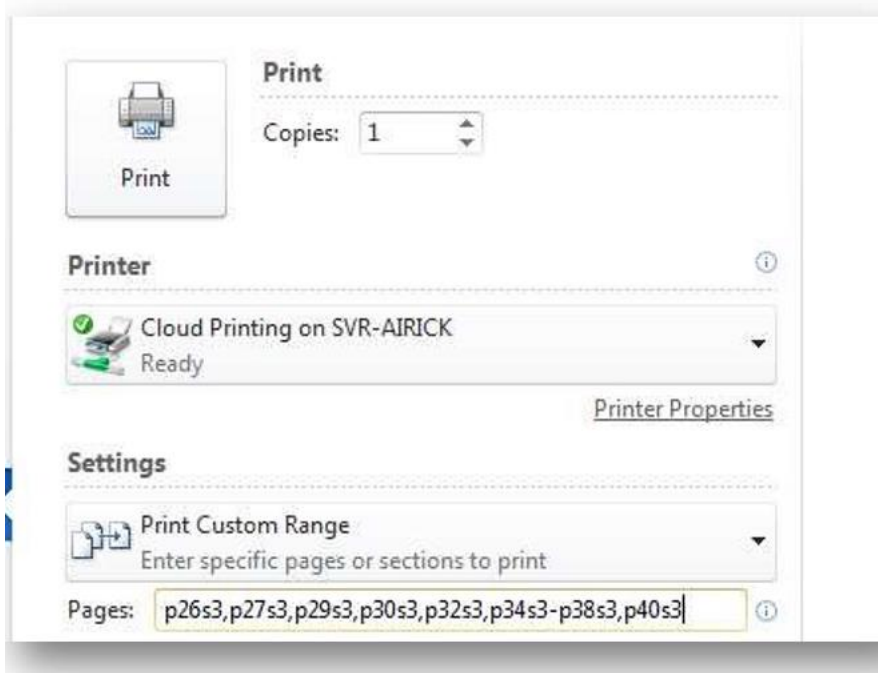
Go to the **Print** command and place the cursor in **Setting/Pages** box



The image shows the "Settings" section of the Word Print dialog box. It has a dropdown menu for "Print All Pages" with the text "Print the entire document" below it. Below this is a "Pages:" label followed by an empty text input box. A red arrow points to the input box.

Printing Options:	What to enter in the Pages <u>box</u> :	Example:
Printing a single page	Type the page number, followed by the section number	p1s3
Printing multiple pages	Enter page number and section number as shown above but separated by commas	p1s2, p1s3, p4s3, p9s3
Printing a range of pages	Enter page number and section number and represent the range by using the hyphen	p10s3-p21s3
Printing multiple pages and ranges of pages	You combine the commas and the hyphens to print multiple pages and ranges in one go	p1s2, p1s3, p4s3, p10s3p21s3, p56s4-p59s4
Printing pages that have more than one section on the page (This refers to pages that contain continuous section breaks and are mostly used for line numbering)	The easiest option is to click on the page and select ' Print Current Page ' <u>Alternatively</u> you could enter all the sections that are on the one page – see the example	p56s4,p56s5,p56s6 this will print one page only (p56) but all sections contained on the page must be entered

Here's another example from a student's dissertation; note that there are **NO** spaces after the commas or hyphens:



If you are printing a dissertation remember to print **single-sided** and select the correct option to print in **Black and white** or **Colour**. Refer to the guide entitled '**Printing on single sided paper or printing in colour**' in this section if you are unsure how to do this.