

# Re: Sections, Headers, Formating Problems

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*Source:*

<http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.word/2006-01/msg00395.html>

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- *From:* Clive Huggan <[REMOVETHISoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:REMOVETHISoffice@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Thu, 19 Jan 2006 11:21:28 +1100
- 

Hello Davoud,

Further to Daiya's excellent advice: if you would like to read some other ideas for "minimum maintenance" in structuring Word documents, see <Appendix A: The main <sup>3</sup>minimum maintenance<sup>2</sup> features of my documents> in some notes on the way I use Word for the Mac, titled "Bend Word to Your Will", which are available as a free download from the Word MVPs' website (<http://word.mvps.org/MacWordNew/Bend/BendWord.htm>).

[Note: "Bend Word to your will" is designed to be used electronically and most subjects are self-contained dictionary-style entries. If you decide to read more widely than the item I've referred to, it's important to read the front end of the document -- especially pages 3 and 5 -- so you can select some Word settings that will allow you to use the document effectively.]

Cheers,

Clive Huggan  
Canberra, Australia

(My time zone is 5-11 hours different from the US and Europe, so my follow-on responses to those regions can be delayed)

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On 19/1/06 10:13 AM, in article BFF40BAB.5C31A%daiyaNOSPAM@xxxxxxxxxxxxxxxxxx, "Daiya Mitchell" <daiyaNOSPAM@xxxxxxxxxxxxxxxxxx> wrote:

- > Actually, still no section breaks needed. Delete the one you have, then:
  - >
  - > View | Header Footer. Click the 1 on the header/footer toolbar that
  - > appears. This creates a different first page header. In the doc, delete
  - > everything from the First Page Header (labeled as such)—then scroll down to
  - > the Header on the next page and make sure it is right—e.g., by typing her
  - > name, then "p. ", then hitting the # icon on the header/footer toolbar that
  - > will insert a PAGE field that automatically updates the page number properly
  - > on each page.
  - >

## Re: Sections, Headers, Formating Problems

- > Even more minimum effort—once set up, no maintenance required.
- >
- > You are right that the Help is screwed up—this topic is the one you want
- > "Create a unique header or footer for the first page". There is a similar
- > topic which leads people astray.
- >
- > More information, for general edification:
- > <http://sbarnhill.mvps.org/WordFAQs/HeaderFooter.htm>
- >
- > Daiya
- >
- > On 1/18/06 11:21 AM, "Davoud" wrote:
- >
- >> Daiya Mitchell:
- >>> Did the publisher specifically say "there must be a section break between
- >>> each page", or are the section breaks something you put in to meet other
- >>> requirements of the publisher?
- >>
- >> No. The publisher isn't getting a file; they're getting a printed copy.
- >> It was MS Word that told me I needed section breaks between each page
- >> in order to have a different header on each page: "hername p. 2,"
- >> "hername p. 3," etc. The header on all except page 1 is the only
- >> requirement that caused a problem; the other requirements are simple
- >> stuff such as double spacing and certain margin specs.
- >>
- >> In any event, I believe that I have figured this out. A section break
- >> must go at the end of the first page only. Then when subsequent editing
- >> causes that one section break to move downward and become separated
- >> from the page break between pages 1 and 2 it is only necessary to go to
- >> View > Normal and move the section break back where it belongs at the
- >> page break. Seems to work OK, and involves minimum effort. I would
- >> imagine this is in the documentation somewhere, but I did extensive
- >> research before posting this, and did not find it anywhere.
- >>
- >>> If the publisher mandated section breaks, nothing you can do to make this
- >>> easy, sorry.
- >>>
- >>> If you thought you needed the section breaks to meet some other requirement,
- >>> it's just about guaranteed there's another way to do it, without so many
- >>> section breaks. So share the complete requirements, and let's start over.
- >>> I hope you have a clean copy of the doc that you can go back to, without all
- >>> the section breaks and such.
- >>>
- >>> Section breaks at the end of every page are about the worst idea out
- >>> there—and you just found out why. :)
- >>
- >> Took me about 2 seconds to realize this was true!
- >>
- >>> There is absolutely no way to tie
- >>> section breaks to page breaks and to get text to flow over a section break.
- >>>

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>>> I'm guessing that misplaced hyphens are because line breaks are pretty much  
>>> the same as section breaks, can't be controlled where they fall. So  
>>> inserting your own hyphens is a similarly bad idea.  
>>  
>> We hadn't done that. I don't know what happened to the hyphens, but it  
>> is now moot.  
>>>  
>>> Missing tabs, give more detail on where they missing from.  
>>  
>> Also moot now.  
>>>  
>>> Daiya  
>>  
>> I greatly appreciate you taking time to reply.  
>>  
>> Davoud  
>>  
>>> On 1/17/06 9:08 PM, "Davoud" wrote:  
>>>  
>>>> Office 2004, latest updates, on a Dual G5 running OS 10.4.4.  
>>>>  
>>>> I'm not new to Word (bought it with my Mac Plus!), but I am new to  
>>>> applying different headers to different sections/pages. I'm assisting  
>>>> my wife in preparing a manuscript for submission to a publisher. The  
>>>> guidelines call for a header that reads "hername, p. 2" beginning with  
>>>> page 2 and then numbering following pages consecutively. There is no  
>>>> header on page 1. Each page is a separate section.  
>>>>  
>>>> This was confusing, but I learned to do it by reading numerous posts in  
>>>> this group (thank you,) MS documentation, web sources, et. al.  
>>>>  
>>>> But there's a problem: once the document has been nicely formatted in  
>>>> this way, if the text is edited in such a way that some text at the  
>>>> bottom of a page is moved down to the next page it also pushes the  
>>>> section break downward so that it no longer coincides with the page  
>>>> break, thus ruining the header formating. I fixed this by manually  
>>>> cutting and pasting section breaks back into their proper positions.  
>>>> That was OK on a short document, but it would be undoable on a very  
>>>> long document. It would be just about as quick to get a bunch of stones  
>>>> and a hammer and chisel then deliver the manuscript in a dump truck.  
>>>>  
>>>> Is there a way to have the section breaks locked/tied to the page  
>>>> breaks so that they stay in place when text moves to the next page?  
>>>>  
>>>> We noticed after manually replacing the section breaks that formating  
>>>> errors seem to have been introduced in the document. Hyphens were  
>>>> misplaced, tabs were missing, etc. Did we do something wrong, or is  
>>>> there a software bug at work here?  
>>>>  
>>>> What else don't I know? ;--)  
>>>>

Re: Sections, Headers, Formating Problems

>>>> Many thanks!

>>>>

>>>> Davoud

>>>> <<http://www.davidillig.com>> Arabic, Astronomy, Flowers, Hebrew,

>>>> Raspberries, Woodworking, etc.

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• **References:**

◆ **Sections, Headers, Formating Problems**

◇ From: Davoud

◆ **Re: Sections, Headers, Formating Problems**

◇ From: Daiya Mitchell

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• Prev by Date: **Re: Changing a large number of styles**

• Next by Date: **Re: Save a particular document format for all documents**

• Previous by thread: **Re: Sections, Headers, Formating Problems**

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