

## Re: Shifting Pages

**Source:**

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.formatting.longdocs/2004-10/0270.html>

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**From:** Shauna Kelly ([ShaunaKelly\\_at\\_SendNoSpamToShaunaKelly.com](mailto:ShaunaKelly_at_SendNoSpamToShaunaKelly.com))

**Date:** 10/28/04

Date: Fri, 29 Oct 2004 08:05:52 +1000

Hi Adrian

It may be a good idea to save a copy of your file in a safe place before you start to do this.

Click at the beginning of page 80. Now, use the scroll bar on the screen or the scroll wheel of your mouse to go to page 90. Hold down Shift and click. You have now selected all the material on pages 80 to 90. Edit > Cut.

Go to page 20. Edit > Paste.

Hope this helps.

Shauna Kelly. Microsoft MVP.

<http://www.shaunakelly.com/word>

"Adrian" <xinke@hotmail.com> wrote in message  
news:umV6%23RNvEHA.2012@TK2MSFTNGP15.phx.gbl...

> *Hi,*

>

> *I have a long document consisting of around a hundred pages. I need to*  
> *shift pages 80-90 forward so that they become pages 20-30 and the rest of*  
> *the pages simply gets pushed back. Is there an easy way to do this with*  
> *minimal disruption to the other pages ?*

>

> *Thanks.*

>

> --

> *Regards,*

> *Adrian*

>

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