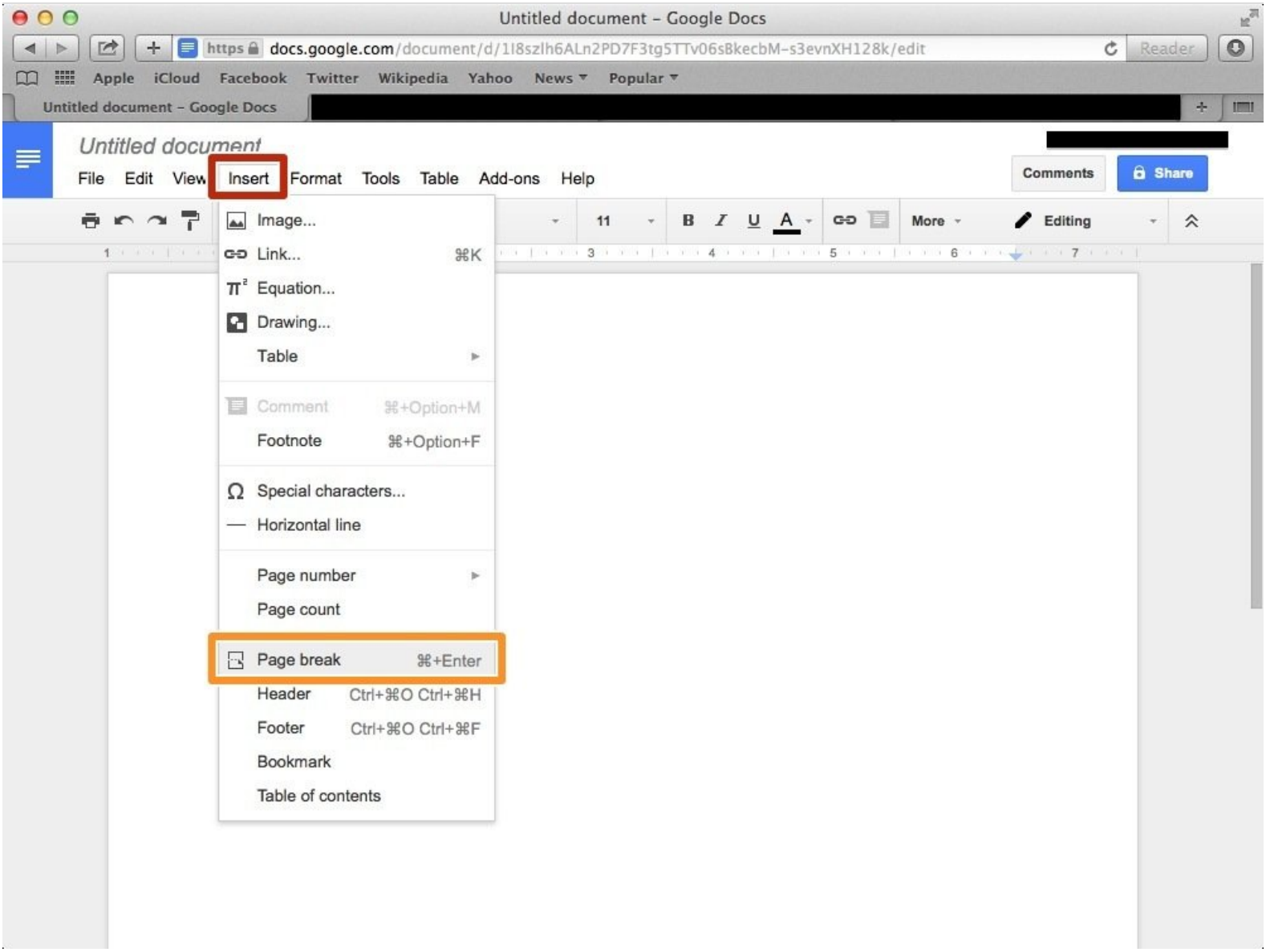
BIS Help Guides

# Using Page Breaks To Keep Your Document Tidy

Learn how to use page breaks to keep your document tidy.

Written By: Aaron

This document was generated on 2021-12-24 10:21:21 AM (MST).


Untitled document – Google Docs
https docs.google.com/document/d/1l8szlh6ALn2PD7F3tg5TTv06sBkecbM-s3evnXH128k/edit
Reader
Apple iCloud Facebook Twitter Wikipedia Yahoo News Popular
Untitled document – Google Docs
Untitled document
File Edit View Insert Format Tools Table Add-ons Help
Comments
Share
11
More
Editing
Image...
Link... ⌘K
Equation...
Drawing...
Table
Comment ⌘+Option+M
Footnote ⌘+Option+F
Special characters...
Horizontal line
Page number
Page count
Page break ⌘+Enter
Header Ctrl+⌘O Ctrl+⌘H
Footer Ctrl+⌘O Ctrl+⌘F
Bookmark
Table of contents



© 2021 

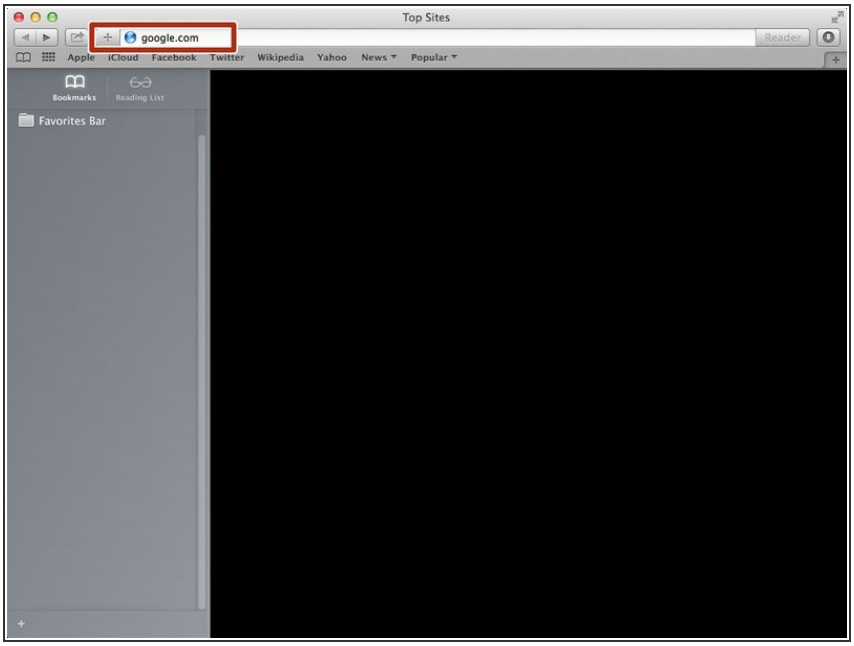
# INTRODUCTION

Learn how to use page breaks to keep your document tidy.



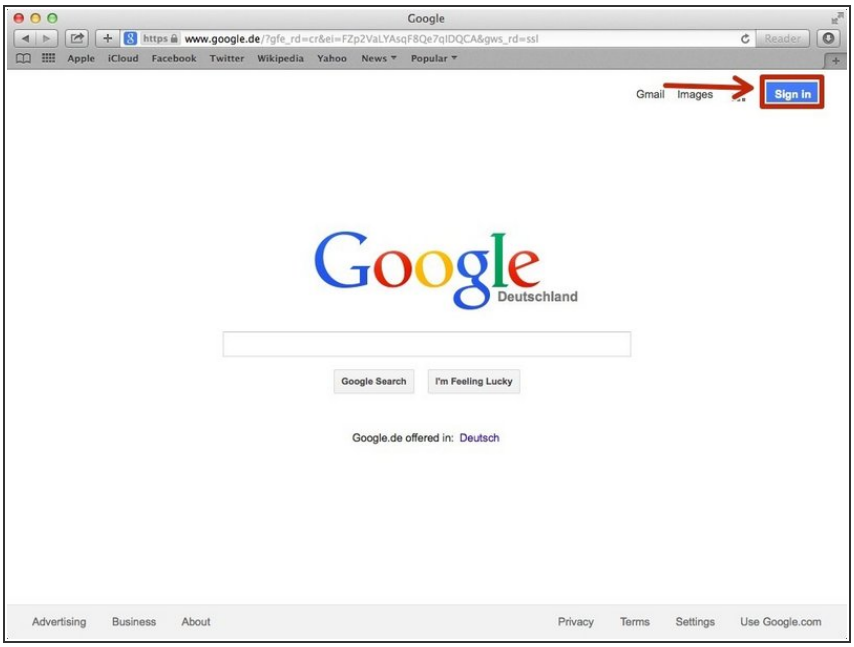
© 2021 

## Step 1 — How To Access Google.com



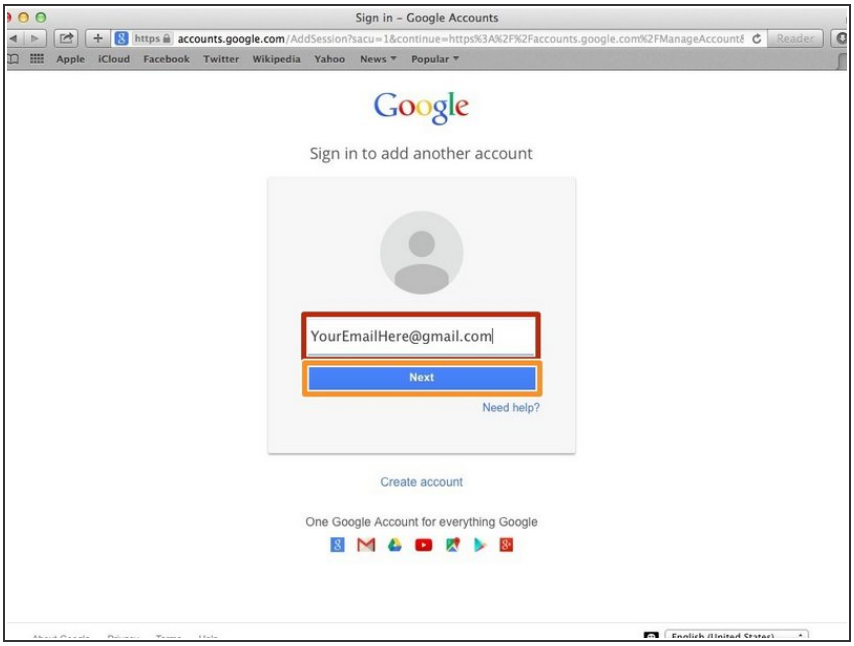

- Type "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



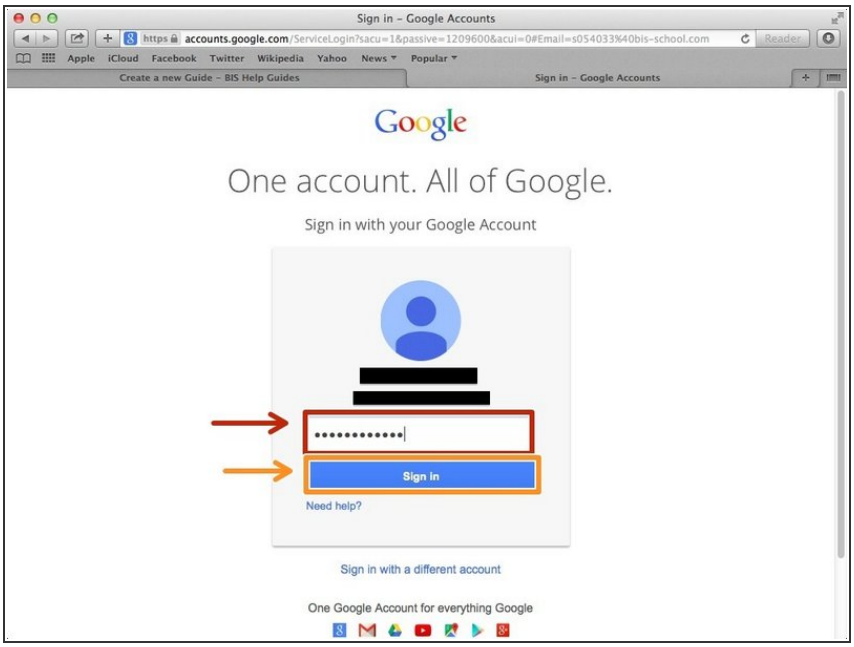

- Click on the "Sign In"button to sign in to your google account

## Step 3 — Entering In Your Email



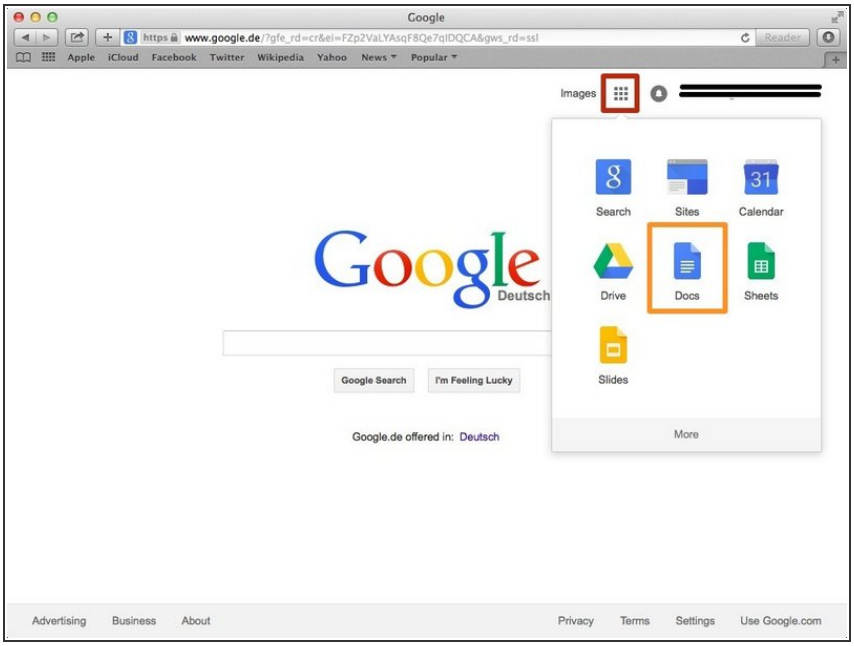

- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



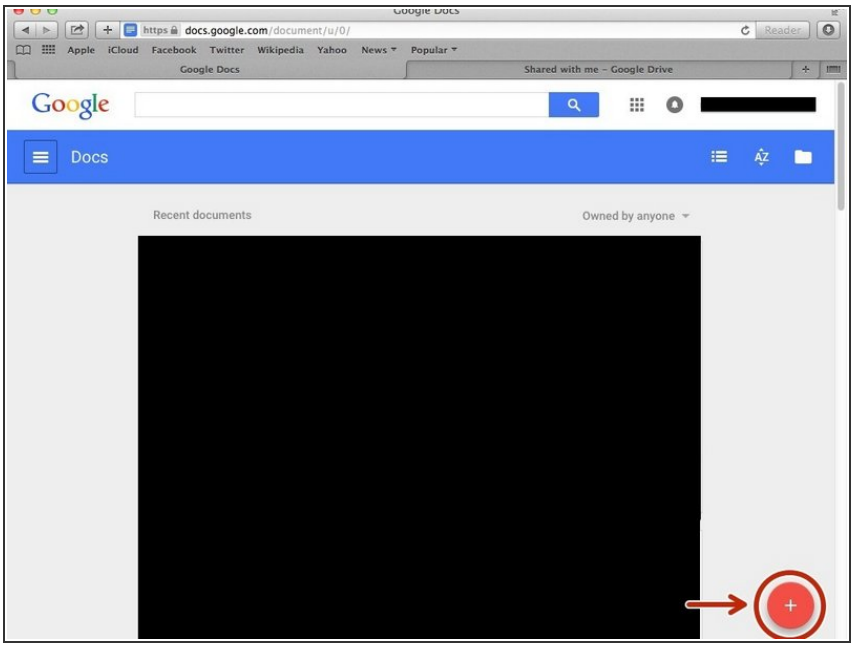

- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Docs



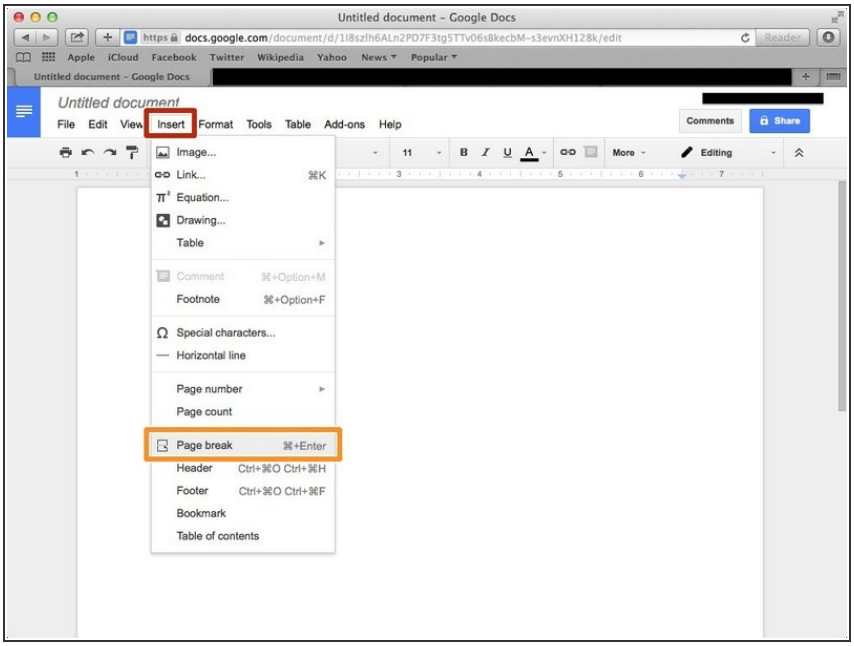

- Click on this button to open a menu of options
- Click on the "Docs" Button

## Step 6 — Creating New Google Docs




- Click on the red "+" button on the bottom right of the screen to make a new google doc

## Step 7 — Inserting A Page Break




- Click on "Insert"
- Select the "Page break" option



© 2021 