



Using Manual Page Breaks in Microsoft Project

The **Print** form **Manual page breaks** check box from earlier versions of Microsoft Project has been removed and not available on the standard **Ribbon Toolbar** in later versions of Microsoft Project and the **Manual page breaks** check box has not appeared in any **Print** forms.

Also, manual page breaks may no longer be disabled and have to be deleted if not required.

Manual page breaks are inserted by highlighting the row above where a page break is required.:

- Placing the  **Manual Page Break** icon on the **Ribbon** or **Quick Access Toolbar**, and clicking on it, or
- Typing **Insert Page Break** in the **Tell me what you to do** box at the top of the screen.
- A dotted line in earlier versions and a solid line in later versions will indicate the location of the manual page break.
- To remove a manual page break, highlight the row above where there is a page break and the  **Manual Page Break** icon or typing **Insert Page Break** in the **Tell me what you to do** box a second time.



	Task Name	Dur	Start
1	▲ Bid for Facility Extension	33d	9 Dec '24
2	▲ Technical Specification		9 Dec '24
3	Approval to Bid		Dec '24
4	Determine Installation		Dec '24
5	Create Technical Specification		Dec '24
6	Identify Supplier Candidates		Dec '24
7	Validate Technical Specification	2d	24 Dec '24
8	▲ Delivery Plan	16d	30 Dec '24
9	Document Delivery Methodology	4d	30 Dec '24

Manual Page Break line

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- [Microsoft Project](#),
- [Oracle Primavera P6](#) and
- [Elecosoft \(Asta\) Powerproject](#)

Please follow these links:

- Eastwood Harris books and training materials are available here <https://www.eh.com.au>.
- Eastwood Harris inhouse, one-to-one and public training courses are offered through Primaskills Pty Ltd, [more details here>>>>](#).
- Resources for Oracle Primavera P6 users such as third party software that works with P6 and technical papers on Primavera P6 at <https://primavera.com.au/>.