Next, I need you to learn about page break. A lot of people just press Enter a bunch of times until they get to a new page, but then they’re constantly fighting for position as they add or remove text.

I want you to put the cursor at the beginning of the next line and choose “Insert”, “Page Break”.

When you do, this line should appear at the top of page 2.

Now you won’t have to worry about the tops of every page riding up or moving down as you delete and add text! Yay!

The shortcut to insert a page break is Ctrl Enter.