

# Footers and Section Breaks Guide

PST 315: Methods of Policy Analysis and Presentation

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This guide covers editing footers, aligning page numbers, and deleting section breaks.

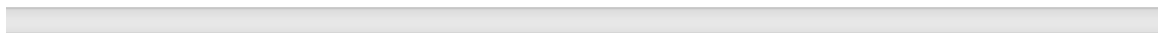
## Editing the footer and aligning page numbers

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The footer in the report shell will look like this:

Title of Project, April 2025, Page

1



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**METHODS**

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Double click in the footer area, and then you should be able to edit the project title. Change “Title of Project” to the actual title of your project.

Footer -Section 3-

My Super Awesome Project, April 2025, Page1

Header -Section 4-

METHODS

Same as Previous

Drag the page number box to align with the end of the footer.

Footer -Section 3-

My Super Awesome Project, April 2025, Page1

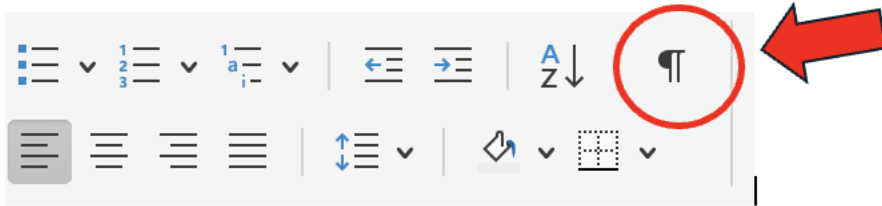
All done!

My Super Awesome Project, April 2025, Page 1

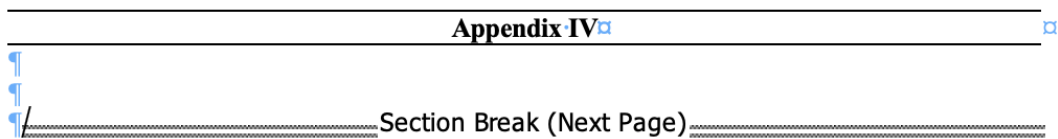
METHODS

## Deleting section breaks

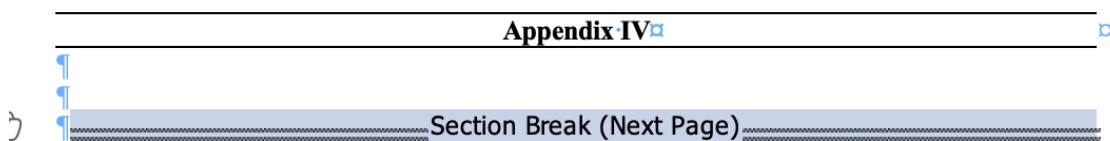
Click on the paragraph button (find it on the Home menu, see the image below) to show formatting marks on your report.



Once you click this you will see formatting marks appear in blue, and text in black that shows section breaks and page breaks. Find the section break you want to delete.



Click and press Command on your keyboard to select the section break. This will highlight it.



Press Command + X. This will cut the section break out of the report.

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|--|-------------|--|
|  | Appendix IV |  |
|  |             |  |
|  | Appendix V  |  |
|  |             |  |

It should be gone. If not, try a few times – it can be finicky!