

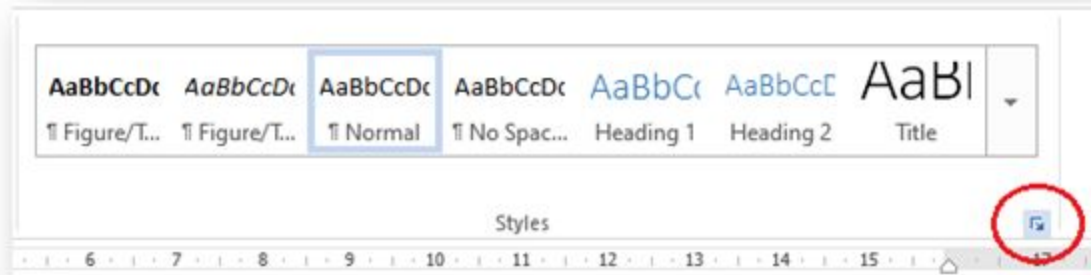
# How to keep headings and body text together

By modifying Word styles, you can avoid leaving your headings hanging at the bottom of a page.

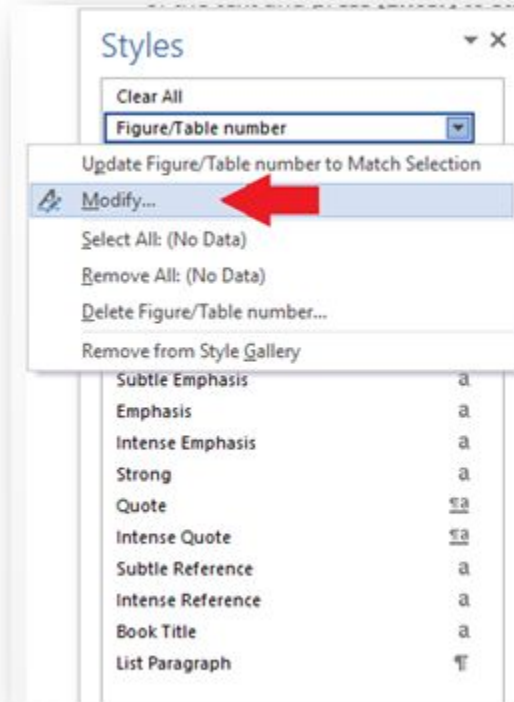
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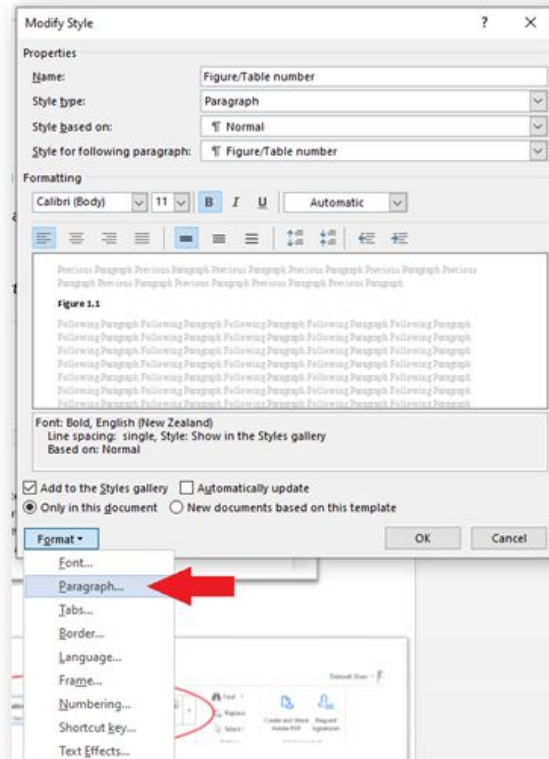
1. Highlight the heading.
2. Click the pop out button for **Styles**.



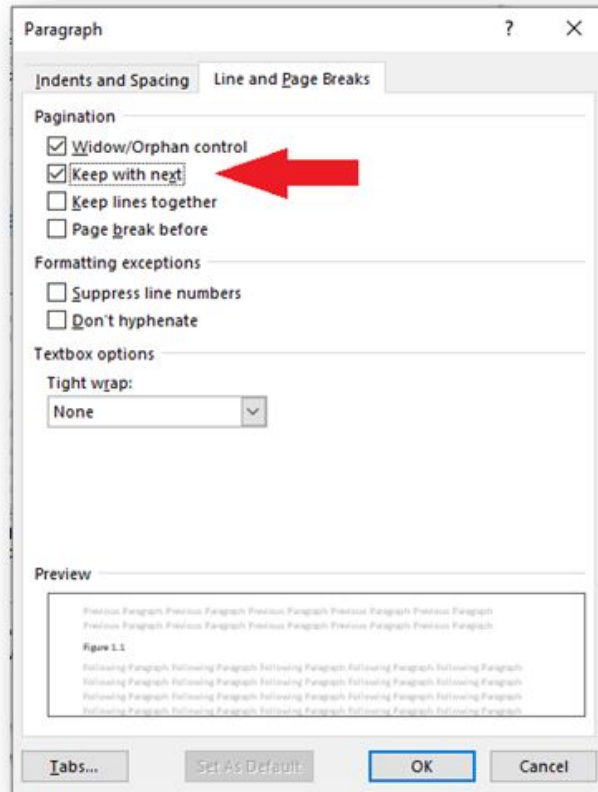
3. Select the heading style you're modifying and click on the drop down box. Click **Modify**:



4. Click on the **Format** drop box and select **Paragraph**.



5. Select the **Line and Page Breaks** tab and check **Keep with next**. Click OK.



6. The heading will now stay with the body text.

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7. Do this for all your heading styles, including figure/table number headings.