

LANDSCAPE FIGURES/TABLES

POSITIONING PAGE NUMBERS IN PORTRAIT POSITION

Insert all page numbers.

1. Number pages in upper right corner—Under “Insert” menu choose “Page Numbers” option. Position page numbers at the top of the page, alignment is right.
(See “Page Numbers in Microsoft Word” handout on our website if you need help with this.)

Isolate the figure/table that must be in landscape position with section breaks.

1. Under the “View” menu, select “Print Layout.”
2. Position the cursor *above* the figure/table. Under the “Insert” menu, choose the “Break” option. Click on “Section Break Types, Next Page.”
3. Position the cursor *under* the figure/table and repeat the above step to set a section break under the figure/table.
4. You may have to delete blank pages or lines that have been added above and/or below the figure.
5. Double click on the page number of the page you want to put in landscape position. This will open the header and footer toolbar.
6. Turn the “Same as Previous” option off. To do this: Click on the “Same as Previous” toggle button on the header and footer toolbar (this is the button with the two pages and the arrow from one page to another). You will know when “Same as Previous” is turned off when the words are not above the dotted line around the page numbers.
7. Repeat steps 5 & 6 on the first page that follows the figure that will be put into landscape position.

Orient figure into landscape position.

1. Position the cursor on the figure/table. Under the “File” menu, choose “Page Setup” and “Paper Size.” Change the figure from portrait to landscape position. Your figure has been rotated to landscape position; the rest of the pages remain in portrait position.
2. You may have to delete blank pages or lines that have been added above and/or below the figure.

Fix page numbering.

1. Position the cursor in the landscape page. Under the “Insert” menu, choose “Page Numbers” option. Click the format button, and change the “Start at” field to the appropriate page number.
2. Repeat the above step for the portrait page following the landscape figure/table.

Orient the page number on the landscape page into portrait position.

1. Double click on the page number of the landscaped page. This will open the header and footer toolbar.
2. Hover over the page number until a 4-way arrow appears. This is for moving an object.
3. Click and drag the page number to the appropriate corner of the page, which would be the bottom right when viewing the document in Microsoft Word. (You will have to approximate where the page number should go. You can print pages out to get a better idea of whether they line up or not.)
4. Click on the page number.
5. Under the “Format” menu, select “Text Direction.” Click on the box on the far right side.
6. Your page number should now be rotated into the proper position.