Landscape Pagination

Walden University Academic Skills Center

Often in doctoral manuscripts tables or graphs are too wide to fit on one page formatted in the portrait orientation, but it could fit easily on one page formatted in landscape orientation. Thus, you’ll change that particular page to landscape orientation while still maintaining your page numbers.

![Portrait and Landscape](image)

Follow these simple steps to number pages in landscape orientation:

1. **Insert a page in landscape orientation:**
   a. Position your cursor at the bottom of the page **before** the point at which you want to insert the landscape page.
   
   b. Go to the “Page Layout” tab across the top menu bar of your screen. Select “Breaks,” and click on “Section Breaks, Next Page.” This action will insert a new page in portrait orientation.
   
   c. Now, change that new page to landscape orientation: In that same “Page Layout” tab, select “Orientation,” and click “Landscape.”

2. **Format a page number in your new landscape orientation page:**
   a. Go to the “Insert” tab. Select “Header,” and click on “Edit header” (at the bottom of the pop-up menu). A new tool bar will appear across the top of your page so that you can edit the header and footer.
   
   b. Make sure that the “Link to Previous” box is **not** highlighted. (If it is highlighted, click it, and the highlighting will disappear.) Delete any page number that may already be in the header of the landscape page. In the same tool bar, select “Go to Footer.” Again, make sure that the “Link to Previous” box is **not** highlighted.
c. Your goal is to insert a page number in the bottom right corner of your new landscape page:

i. In the same tool bar, select “Page Number.” Click on “Page Margins,” and then choose “Large, Right.” A page number will then appear in a large font size in the right margin of your new landscape page.

ii. Select that large page number, and change it to the same font and point size as the rest of the manuscript text (usually Times New Roman, 12 point), and align it to the left.

iii. Select the “Format” tab (to the left of the “Design” tab on the toolbar), and click on “Text Direction” (you will see it to the left). This action will automatically change the orientation of the page number, which will roll over by 90 degrees.

3. Insert your new page number into the footer of your new landscape page.
   a. Drag the box with the page number to the lower right corner of the landscape page. Position it 1 inch from the right edge and 1 inch from the top of your page.

4. Return to portrait orientation.
   a. Follow the instructions in Step 1b to shift the next page from landscape orientation back to portrait orientation.

   b. Follow the instructions in Steps 2a and 2b to make sure that the “Link to Previous” box is not highlighted in either the header or the footer. Only after you are sure that the Link to Previous box is not highlighted, delete any page number that appears anywhere except in the header of your portrait page. Portrait pages should have page numbers only in the top right corner.

   c. Select the “Go to Header” tab. Under “Page Number,” choose “Top of Page” (plain number 3, which is right-aligned).

Check out the example below to see how your pages should look after you follow these steps. If you are curious to see the section breaks on this handout, simply go to the “Home” tab above, and select the paragraph icon (¶).
This is a great way to present tables and figures that are too wide for portrait orientation.
Then, after the page that requires landscape orientation, you can change the next page back to portrait orientation, reinserting the correctly-formatted page numbers.