WORKING WITH LANDSCAPE PAGES

When you change the orientation of a section of page to landscape, the header and footer of that section do not change orientation. Instead, the header and footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not the top and bottom. Any page numbers in the header or footer will appear sideways on the left or right of the printed page. These steps will help you move the page numbers to the appropriate spot and turn them on their side so they print correctly.

An excellent video tutorial on this topic can be found on YouTube at http://www.youtube.com/watch?feature=player_embedded&v=3DayPQLbT_A (published by the University of Michigan).

CREATING A LANDSCAPE SECTION

1. Click on the last line of the page before the page you want to have landscape orientation.
2. On the Page Layout tab, in the Page Setup group, click on the arrow next to the Breaks icon and select Next Page under the Section Breaks section.
3. This will create a new page and a section break. If you need to, use the Delete key, not the Backspace key (sometimes called the backwards delete key), on the keyboard to bring the next page’s content back up to the page you are currently on.
4. Click on the last line of the last page that you want to have landscape orientation (or if you don’t have content yet, press Enter on the keyboard a few times), and repeat steps 2 and 3.
5. Click anywhere in section you want to have the landscape orientation.
6. On the Page Layout tab, in the Page Setup group, click on the arrow next to the Orientation icon and select Landscape. Word 2010 understands that you want landscape only for this section.

DISCONNECTING THE LANDSCAPE SECTION

1. Click somewhere in the first page of the section with landscape pages. On the Insert tab, in the Header & Footer group, click on the arrow below the Header icon and select Edit Header.
2. In the Header & Footer Tools Design tab, in the Navigation group, unlink this section’s Header from previous sections’ headers by clicking the highlighted Link to Previous icon.
3. Click on the **Go to Footer** icon and repeat step 3.
4. Scroll down to the first portrait page following your landscape section and repeat steps 3 and 4 for this section.

You have now disconnected the headers and footers in the sections prior to and following the landscape section of pages. This will prevent any changes you make to the page numbers on the landscape pages from affecting the numbering on other pages.

**ADDING PAGE NUMBERS TO THE LANDSCAPE PAGE(S)**

1. Delete the page numbers from the footer of the landscape section.

2. On the **Insert** tab, in the **Header & Footer** group, click on the arrow next to the **Page Number** icon, choose **Page Margin**, and then in the **Plain Number** section, choose **Large, left** (unfortunately, they don’t seem to have just a plain left option).

3. A large number will now appear in the left margin, and should be correctly centered.

4. Highlight the number, go to the **Home** tab, and apply the **Footer** style so it matches all of your other footers.
   
   a. Go to the **Styles** group, click on the **More** icon (⋮) and then **Apply Styles**.
   
   b. Type in “Footer” in the **Style Name:** box, and then click **Apply**.

5. In the **Drawing Tools Format** tab, in the **Text** group, click on **Text Direction** icon until the number is rotated in the right orientation.