Setting Landscape Orientation and Landscape Page Numbering

Page Orientation

| Portrait | Landscape |

Page orientation can be changed using the **Page Layout** tab, **Page Setup** group, **Orientation** drop-down.

Page Orientation applies to an entire document or to a section. If you need to vary the Page Orientation, then you will need to apply a Section Break Continuous **on or before** the page that needs the new landscape orientation.

An additional Section Break Continuous will need to be added **on or before** the next page in order to change the orientation back to portrait.

**Step One:**

Navigate to the top of the page that needs the new page orientation or the base of the page prior and add a Section Break Continuous.
Click on the **Page Layout** tab, **Breaks, Continuous**

![Page Layout and Breaks](image)

**Step Two:**

Next, select the “orientation” from the **Orientation** drop-down menu of the **Page Layout, Page Setup** group:

![Orientation Options](image)

The selected “orientation” will carry forward until a new section break has been added and the orientation changed.
Page Numbering Position for the Landscape Page

Landscape Tables and Figures

- Large tables or figures can be placed on the page in landscape or broadside orientation.
- The top margin must be the same as on a regular page (example on page 14 of the Graduate School Manual).
- Page numbers for landscape or broadside tables or figures are placed on the 11” side

Example of Default Page Number Locations on Portrait and Landscape Pages:

Because you are linked to the previous section, Word should recognize the appropriate page count and display the correct page number in the footer.

Tip: if the page numbering displays incorrectly, highlight the page number, right-click and select Format Page Numbering. From the Format page dialog box, choose Continue from Previous Section.

Repeat the steps above for every orientation page change.