When to Use Landscape Pages

The AU Thesis and Dissertation Formatting Guidelines allow you to reduce the font size in tables and figures to 10 pt. If you have a table or figure that is still too wide for a portrait-oriented page even with the smaller font, you can use a landscape-oriented page instead. To create a landscape page, follow the steps in this guide.

Section Breaks: A Necessary Component to Landscape Pages

In Microsoft Word, if you want to create different page formatting between pages, such as different styles of page numbers, different margin widths, or different page orientations, you have to create something called a “Section Break” between the pages that have different formatting. Section Breaks are invisible divisions that let you apply different formatting to different sections. This will be explained in the steps below.

How to Insert Landscape Pages

STEP 1. At the very bottom of the page before your large table or figure, insert a section break:

1. Place the cursor before the table or figure that you will be landscaping.
2. Open the Insert menu, and hover over Break.
3. Choose Section Break (Next Page).
**STEP 2.** Your table or figure should be on the new page you just created. Now, put the cursor below your figure or table, and then create a second section break after the table. There should now be two new pages, one with the table or figure on it, and a blank page below it. The three sample pages below show a model of what you should have at this point:

<table>
<thead>
<tr>
<th>Your text your text your text. Your text your text your text. Your text your text your text.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st section break</strong></td>
</tr>
<tr>
<td>Big table or figure.</td>
</tr>
<tr>
<td><strong>2nd section break</strong></td>
</tr>
<tr>
<td>Newly created blank page.</td>
</tr>
</tbody>
</table>

Move the text up to fill this blank page, but make sure you do so by putting the cursor on the blank page and deleting to bring the text from the next page up. If your Mac has both a BACKSPACE and a DELETE key, use the DELETE key to do this. If you only have a DELETE key, press the FN key + the DELETE key.

The text after your big table or figure (if you had any before making the section breaks). Move your text up to the previous page as described in the red box.
STEP 3. When a new section break is created, by default, the same page-numbering scheme, margin settings, and page orientation (landscape or portrait) are continued into the new section. The setting that controls this is Link to Previous. Follow the steps below to turn off Link to Previous on the page with the big table or figure.

1. Double click in the header area to open the header and put the cursor inside it.
2. Click Toolbox at the top of the screen to open the Formatting Palette.
3. In the Header and Footer section of the Formatting Palette, uncheck the Link to Previous box.
4. Now click Go to Footer (not shown) to move the cursor into the footer. You will notice that the Link to Previous box becomes checked again. Uncheck it again.
5. In the Formatting Palette, click Go to Next to move the cursor to the next section (the second one that you created). Repeat Steps 1 to 4 to remove the Link to Previous setting from the next section or the landscaping won’t work.

(Instructions Continue on Next Page)
STEP 4. Put the cursor back on the page with the large table or figure, and change the page orientation to landscape.

1. Put the cursor anywhere on the page with the big table or figure.
2. Open the File menu.
3. Choose Page Setup (proceed to Step 4 below).
4. In the pop-up menu, select the landscape icon and click OK.
Keeping the Landscaped Table or Figure within the Page Margins

Now that the page with the big table or figure is landscaped, turn on the Page Gridlines and make sure that your table or figure fits within the gridded area.

Page Numbers with Landscape Pages

AU allows the option of leaving the page number off landscaped pages. If you want to remove the page number, just double click in the footer area to open it for editing, highlight the page number, and delete it.

If you decide to include the page number, simply continue the page numbering at the bottom of the page (this should happen automatically). If you accidentally delete a page number at any point or want to modify them, see the Page Numbers Instruction Guide for details on how to insert a page number.