How to Create Landscape Pages in the American University Thesis and Dissertation Template

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When to Use Landscape Pages Section Breaks: A Necessary Component to Landscape Pages How to Insert Landscape Pages Keeping the Landscaped Table or Figure within the Page Margins Page Numbers with Landscape Pages

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

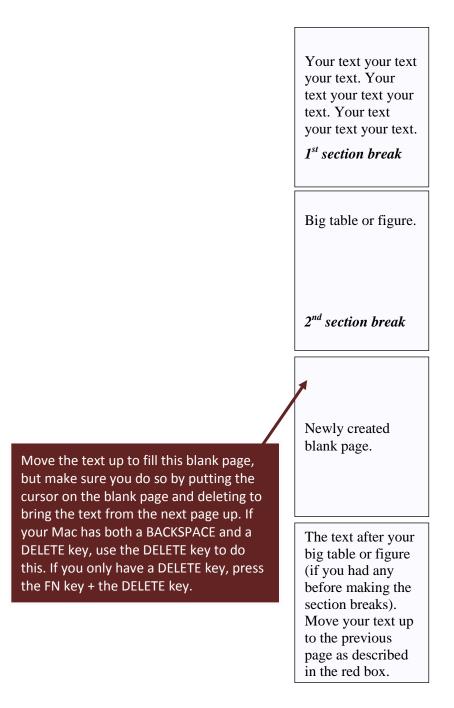
In Microsoft Word, if you want to create different page formatting between pages, such as different styles of page numbers, different margin widths, or different page orientations, you have to create "Section Break" between the pages that have different formatting. These breaks are invisible divisions 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:

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2. Open the Insert menu, and hover orientation Orienta	Preak ▶ Page Numbers Date and Time Date and Time AutoText AutoText ▶ Field New Comment Footnote Caption Cross-reference Index and Tables Watermark *	Page Break Column Break ☆ #+→ Section Break (Next Page) Section Break (Continuous) Section Break (Continuous) Section Break (Odd Page) Section Break (Odd Page) Section Break (Even Page) Section Break
- - -	Table Chart SmartArt Graphic	1. Place the cursor before the table or figure that you will
	Photo Audio Clip Art Symbol Shape	figure that you will be landscaping.
	Text Box	

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:



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.

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(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.

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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 (Layout \rightarrow Grid Options \rightarrow Gridlines) to see where the boundaries are. Your table or figure should fit 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.