

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

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When to Use Landscape Pages

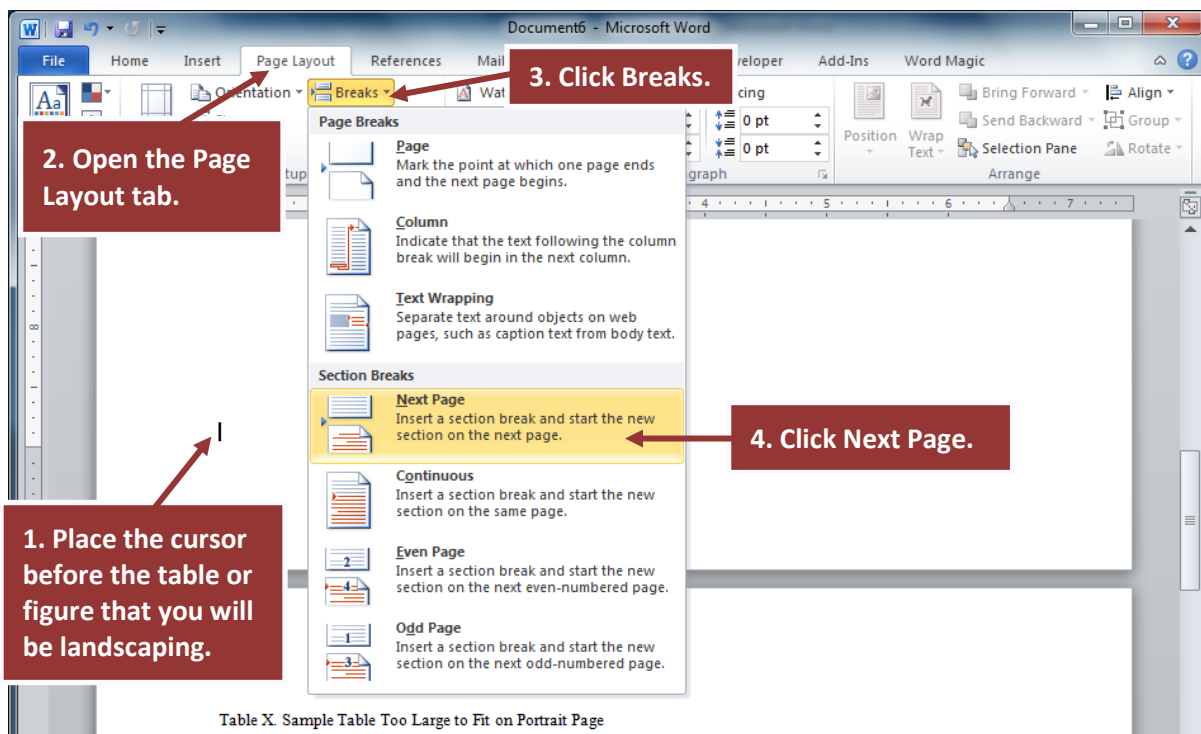
The AU Thesis and Dissertation Formatting Guidelines allow you to reduce the font size in tables and figures to 10 pt. If you have a table or figure that is still too wide for a portrait-oriented page even with the smaller font, you can use a landscape-oriented page instead. To create a landscape page,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



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:

Your text your text
your text. Your
text your text your
text. Your text
your text your text.
1st section break

Big table or figure.

2nd section break

Newly created
blank page.

The text after your
big table or figure
(if you had any
before making the
section breaks).
Move your text up
to the next page as
described in the
red box.

Move the text up to fill this blank page, but make sure you do so by putting the cursor on the blank page and using the DELETE key (not the BACKSPACE key) to avoid deleting the section break you just created.

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.

4. Now click Go to Footer to move the cursor into the footer. You will notice that "Link to Previous" lights up again. Deselect it again.

2. A new tab will appear called Design.

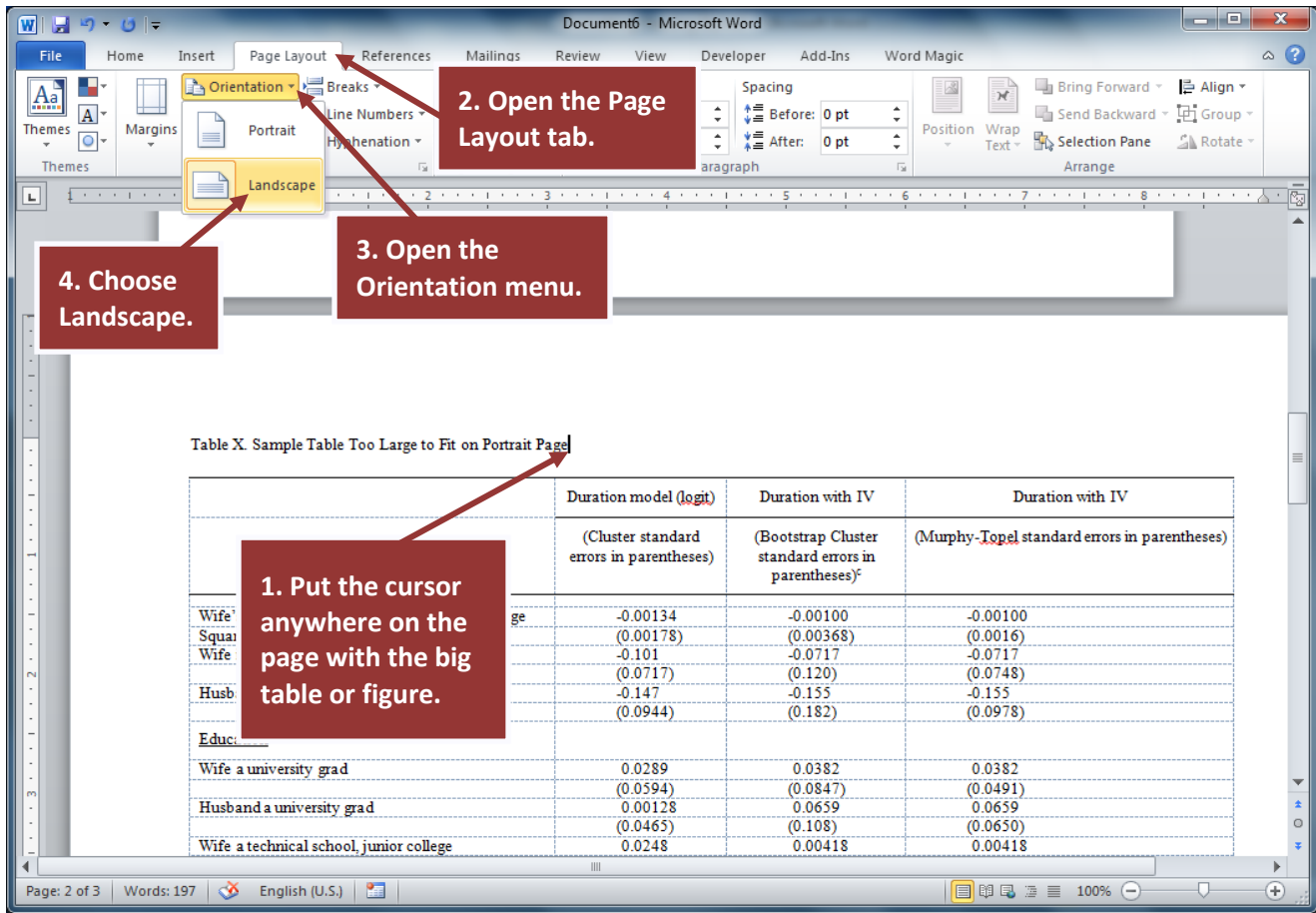
3. The Link to Previous setting will be highlighted in orange, which means that it is activated. Click it once to deactivate it. After you click it, it should look like this (i.e., not highlighted).

1. Double click in the header area to open the header and put the cursor inside it.

5. Click 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 will not work.

4	-0.00100	-0.00100
8)	(0.00368)	(0.0016)
)	-0.0717	-0.0717
)	(0.120)	(0.0748)
)	-0.155	-0.155
)	(0.182)	(0.0978)
	0.0382	0.0382
	(0.0594)	(0.0847)
	(0.0491)	(0.0491)
Husband a university grad	0.00128	0.0659
	(0.0465)	(0.0659)
	(0.108)	(0.0650)
Wife a technical school, junior college	0.0248	0.00418
	(0.0438)	0.00418
	(0.0704)	(0.0421)
Husband a technical school, junior college grad	-0.0508	-0.0538
	(0.0678)	-0.0538
	(0.0922)	(0.0571)
Husband's father a university grad	0.0412	0.0173
	(0.0472)	0.0173
	(0.0689)	0.0173
	(0.0447)	0.0173
	(0.0160)	0.0160
	(0.0160)	0.0160

STEP 4. Put the cursor back on the page with the large table or figure, and change the page orientation to landscape.



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 (View→Show→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.