Instructions for Manually Inserting a Landscape Page Number

*Directions:* Follow steps 1-15 to add a landscape page with a properly positioned page number. Screen shots have been added for your convenience.

**Step 1**

Place your cursor at the point in your document where you wish to insert a landscape page. Turn on Show Paragraph Marks by navigating to the Home tab and clicking on the Paragraph symbol (¶) or press Ctrl+Shift+8. Navigate to the Page Layout tab and click on the Breaks drop-down menu in the Page Setup section. Select Next Page and insert two Next Page section breaks.
Step 2

While you are still in the Page Layout ribbon, change the orientation of the second page (i.e., the one with the second Section Break) from portrait to landscape by clicking on the Orientation button.

Step 3

Now, double-click in the top margin of the landscape page until the Header appears. A new tab will now open in your ribbon, the Header and Footer Tools (Design). Turn off the Link to Previous on the landscape page as well as the following page. Notice that the headers are now called Header Section 1, Header Section 2, and Header Section 3. The landscape page should be Section 2.
Step 4

The next step is to create a text box in the Header of the landscape page. Delete any existing page number. Click on the Insert tab and then Text Box. A drop-down menu should appear. Select Simple Text Box.

*Hint*: The text box should appear in your Word document as is does in the screen shot below.
Step 5

Replace the default text within the text box with a page number by highlighting the text within the text box, then clicking on the Insert tab. Now, click on Page Number. A drop-down menu will appear. Select Current Position and then Plain Number.
Step 6

Highlight the page number in the box and change both the default typeface and font of Calibri, 11 point to Times New Roman, 12 point by clicking on the Home tab and making these changes under the Font section. Next, open the Paragraph dialog box by clicking the arrow in the Paragraph section under the Home tab.
Step 7

In the Paragraph dialog box under the Spacing section, change the point value of the Before box to 9 points and the point value of the After box to 0 points. Then, change the Line Spacing to Single by selecting this option from the drop-down menu. Finally, check the box that reads: Don’t add space between paragraphs of the same style.

Hint: The Paragraph dialog box should appear as follows. Select OK to move to the next step.
Step 8

Under the Drawing Tools (Format) tab that appears whenever you click on the text box, change the position of the text box by clicking on Position and then More Layout Options.
Step 9

The Layout dialog box should appear. Changes must be made in all three tabs (e.g., Position, Text Wrapping, and Size). Let’s begin with Position. Under the Horizontal section, click the Absolute Position bubble and change the point value to 9.23. Make sure to select Column from the drop-down menu across from this point value. Now, under the Vertical section, click the Absolute Position bubble and change the point value to 6.62. Make sure to select Paragraph from the drop-down menu across from this point value. Once you have completed these steps, click on the Text Wrapping tab.
Step 10

Under the Distance from Text section, change all of the point values (i.e., Top, Bottom, Left, and Right) to 0. Then, click on the Size tab.
Step 11

Under the Size tab, click on the Absolute bubble and change the point value to 1. Under Width, change the point value to .55. Once you have completed all of these step under the Position, Text Wrapping, and Size tabs, click the OK button.
Step 12

Click on the Text Direction drop-down menu and select Rotate All Text 90 degrees.

Step 13

Now, click on the Align Text drop-down menu and click Left.
Step 15

The next-to-last step is to remove the lines of the text box. Click on Shape Outline and select No Outline from the drop-down menu.

Step 16

Finally, double-click in the body of the page to get out of the Header.