

Inserting Landscape Page(s) Within Portrait Pages in a Microsoft Word Document

Print Version

Introduction

There are times when you need to use tables, pictures, charts or graphs in a Microsoft Word document. Some of these document elements can be created within Word, or you may have a completed table or graph which can be copy/pasted, or inserted as a file from a different source, such as Excel. These elements may need their own pages and may also need to use the Landscape page orientation for the best display of their information. Microsoft Word allows for this type of mixed page orientation within a document, by using **Section Breaks**.

After you have your Landscape oriented page(s) inserted into your document, the next step is to adjust the page numbers so that each still appears on the "bottom" of the pages. If this is not done, then the page numbers on the Landscape pages will be on the "side" of the document and the direction of the page number will be incorrect. This is accomplished using the **Header and Footer** and **Text Direction** features of Word.

This may seem like a lot of steps to take, but I think it's worth it to have a document that has the added elements you need and properly numbered pages. Once you get the hang of the process, you'll find it's straightforward and flexible to the flow of your document.

Document Views in Word

Before we start, it is important for this tutorial that you become familiar with three ways a document can be seen in Word. Knowing how to use these views will help you keep track of the progress of your work.

On the Standard Tool Bar, click on **View** to access the first two ways of looking at your document. They are: Normal and Print Layout.

1. **Normal:** This view will show text formatting and is convenient for most editing and formatting tasks. **You will use Normal view to insert section breaks, as they are not visible in Print Layout view. You will also use Normal view to correct the orientation of the page numbers after creating the Landscape page. However, page numbers are not visible unless you view the Headers and Footers.**

2. **Print Layout:** This view will display the document as it will look when you print it. **The page numbers are visible, in a grayed-out view. You will use this view to correct the page number on the Portrait page which follows any Landscape pages you create.**

The third view that I find very useful is **Print Preview** (File...Print Preview).

3. **Print Preview** will display multiple pages of the document (up to six pages per screen). Word inserts automatic page breaks for you and also shows page numbers. **Use this view to monitor your progress and to check that your section breaks and numbering are correct. This will also show any empty pages that may have been generated by the section breaks. If this happens, just go into Normal view and delete the unwanted page/section break.**

Please Note: For this tutorial it is assumed that the pages before and after the newly created Landscape page(s) are Portrait orientation and that you are numbering the pages in your document. The

