Landscape Headers and Footers in Word (2010)

IT Documentation Team. Updated July 2013 (Reviewed July 2015)

This fact sheet is part of our Working with Long Documents series.

The problem

If you have included a landscape page within a portrait document, you may wish to alter the header and footer so that they print out in the same place on each page, regardless of orientation.

Taking the time to fix your landscape headers and footers will improve consistency with the portrait pages when the document is printed and bound.

The solution

Use the following steps to correct an existing header and footer on landscape pages within portrait documents. For help setting up a landscape page, see our fact sheet Creating Landscape Pages in Word (2010). If you require help with page numbering, see our Introduction to Page Numbering in Word (2010) or Advanced Page Numbering in Word (2010) fact sheets.

Step 1 - Break link between sections

1. Double-click at the top of your landscape page to enter the header
2. On the Header & Footer Tools Design tab, Navigation group, click on Link to Previous to break the link to the previous section (it should turn blue/grey)
3. Also in the Navigation group, click Next to go to next section
4. If Link to Previous is orange, click on it to break the link (again, it should turn blue/grey)
5. Click Go to Footer and repeat 2 – 4

You must break the links between the previous and next sections before changing the header/footer.

Step 2 – Delete the existing header and footer content

1. Click Previous to return to the landscape section footer
2. Select and delete the footer content
3. Click Go to Header and repeat 1 – 2

As you have broken the link between sections, the action of deleting your header and footer on the landscape page should not affect the headers and footers in the previous and next sections.
Step 3 – Recreate header and footer content

The steps to recreate your header and footer in the page margins vary depending upon the type of content you require. Instructions are provided for logos, images, page numbers, text and fields.

In the example, the header contains a logo and the footer contains a page number.

- Objects require inserting, rotating and formatting; it can take some time to perfect.
- Follow the instructions for the object types you require for your header/footer.

Logos or images
1. Click on the Header & Footer Tools Design tab
2. In the Insert group, click Picture and select the logo or image to insert
3. Click on the Picture Tools Format tab
4. In the Arrange group, click Wrap Text and select In Front of Text
5. Click Rotate and select Rotate Right 90˚
6. Click and drag the corner handles to resize the image if needed
7. Click and drag the image to position it in the appropriate margin

Page numbers
1. Click on the Header & Footer Tools Design tab
2. In the Header & Footer group, click Page Number
3. Click Page Margins and select either Vertical Left (footer) or Vertical Right (header)
4. Click on the text box that appears in the specified margin
5. Click on the Drawing Tools Format tab
6. In the Text group, click Text Direction and select Rotate all Text 90˚
7. Double-click on the text box and delete the word ‘Page’ if you wish
8. Use the formatting tools from the Home tab to edit the font, size and alignment
9. Click and drag the text box until you are happy with the position in the margin

Text
1. On the Insert tab, Text group, click Text Box and select Draw Text Box
2. Click and drag to draw a text box in the appropriate margin (left = footer, right = header) and type your content
3. Click on the Drawing Tools Format tab
4. In the Text group, click Text Direction and select Rotate all text 90˚
5. Use the formatting tools from the Home tab to edit the font and size of the text
6. Click and drag the text box until you are happy with the position in the margin
Fields (Date & Time / Quick Parts)

1. Click on the **Insert** tab
2. In the **Text** group, click **Text Box** and select **Draw Text Box**
3. Click and drag to draw a text box in the appropriate margin (left = footer, right = header)
4. Click on the **Header & Footer Tools Design** tab
5. **Date & Time**: In the **Insert** group, click **Date & Time** and select a format
   **Quick Parts**: In the **Insert** group, click **Quick Parts** and select a part
6. Click on the **Drawing Tools Format** tab
7. In the **Text** group, click **Text Direction** and select **Rotate all text 90°**
8. Use the formatting tools from the **Home** tab to edit the font and size of the text
9. Click and drag the text box until you are happy with the position in the margin

Further information and help

Use MyIT to log calls with the IT Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)

For IT training courses, workbooks and fact sheets, see [www.abdn.ac.uk/tad](http://www.abdn.ac.uk/tad)