Creating Landscape Pages in Word (2010)
IT Documentation Team. Updated July 2013 (Reviewed July 2015)

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

About page orientation

In Word, there are two types of page orientation:
- Portrait (vertical)
- Landscape (horizontal)

You can change the page orientation for a whole document, or for pages within a document (using section breaks).

Be aware that changing page orientation affects the appearance of headers and footers within your document. You can fix these manually.

Change page orientation for a whole document

When you open Word, new, blank documents are set up as portrait by default.

1. Click on the Page Layout tab
2. In the Page Setup group, click Orientation
3. Select Landscape

This will change the page orientation to landscape for every page in the open document.

Change page orientation for parts of a document

You may wish to add landscape pages within a portrait document, as they provide more horizontal space for large objects such as data tables.

Each landscape page, or range of pages, will need to be defined as a new section. You can then make independent changes to that section.

What are sections/section breaks?

Section breaks allow you to isolate sections of your document in which you will do something different e.g. create a landscape page.

A document can contain as many different sections as you require.

Working with sections

Use the Status Bar to see the section you are in.

1. Right-click on the Status Bar at the bottom of the Word window
2. If it is not ticked, click Section from the shortcut menu that appears
Step 1 - Show/Hide formatting marks (including section breaks)

It is easier to work with section breaks with formatting marks switched on.

1. Click on the Home tab
2. In the Paragraph group, click on the Show/Hide button

When formatting marks are switched on, section breaks are shown by dotted lines and the words Section Break.

For changes that affect a whole page (such as orientation) you will need a Section Break (Next Page).

Step 2 – Create a new section

1. Click where you would like your section to start (e.g. before your data table)
2. Click on the Page Layout tab
3. In the Page Setup group, click Breaks
4. Under Section Breaks, select Next Page
5. Click where you would like your section to end (e.g. after your data table)
6. Repeat 2 – 4 to insert another Section Break (Next Page) here

Step 3 – Change page orientation to landscape

1. Click anywhere between the two new section breaks e.g. on your data table
2. From the Page Layout tab, Page Setup group, click Orientation
3. Select Landscape

Landscape headers and footers

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. See our fact sheet Landscape Headers and Footers in Word (2010) for more information.

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

Further information and help

Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk
For IT training courses, workbooks and fact sheets, see www.abdn.ac.uk/tad