“How do I create landscape pages in Word?”

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 sections of a document.

*Note* - Be aware that changing page orientation may affect the appearance of headers and footers within your document. You can fix this manually.

**Changing page orientation for a whole document**

When you open Word, new, blank documents are portrait by default. To change the page orientation to landscape for every page in the open document:

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

**Changing page orientation for sections of a document**

When you are writing up your academic work, you may find that some of your tables and figures look better when presented on a landscape page, even though the rest of your document is portrait.

To create landscape pages within a portrait document, you must first define each landscape page range as a new section (using section breaks). You can then make independent changes to each section.

**What are 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 section breaks as you need.

**Tips for working with section breaks**

- Click the **Home** tab, then click the **Show/Hide** button.  
  
  This switches on formatting marks, which labels section breaks in your document so they are easier to find.

- To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.
To create a landscape section in a portrait document:

1. Click the place in your document where you would like your landscape section to start.
2. Click the **Page Layout** tab, then click **Breaks**.
3. Under **Section Breaks**, click **Next Page**.
4. Click the place in your document where you would like your landscape section to end.
5. Repeat 2 – 3 to insert another **Section Break - Next Page** here.
6. Click anywhere in your document between the two new section breaks.
7. From the **Page Layout** tab, click **Orientation**.
8. 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 – as in figure 2 below. See our guide “My document contains portrait and landscape pages, how to I fix the headers and footers?” for more information.

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

![Figure 1 Before](#)

![Figure 2 After](#)

**Further information and help**

If you want to learn about any Microsoft product in more detail you can use Microsoft’s Office Support for tutorials, videos and helpful hints.

− For essay formatting requirements, e.g. margins and line spacing, please check with your School.
− Click **File** tab then the **question mark** (top right) or press the **F1** key at any time for help within Word. Search for keywords, e.g. landscape.
− You can also use MyIT to log calls with the University’s IT Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)