

Working with Long Documents

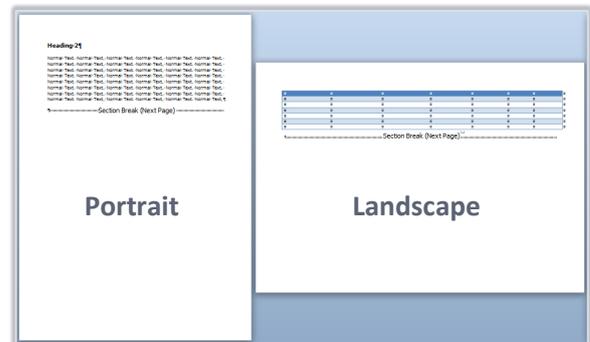
“How do I create landscape pages in Word?”

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**.

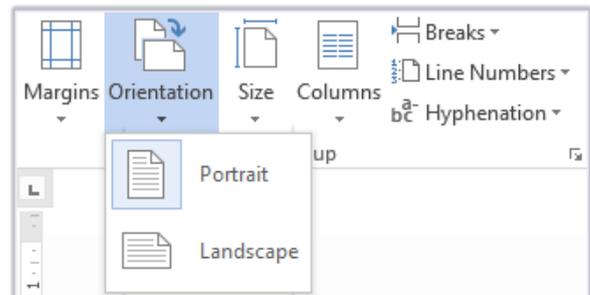
Note - Be aware that changing page orientation may affect the appearance of headers and footers within your document. You can fix this manually.



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.

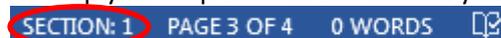
Tips for working with section breaks

- 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.

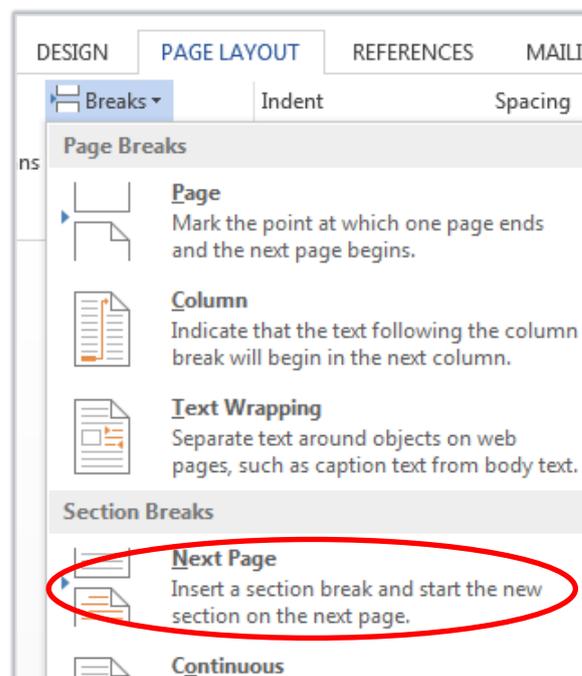


- To help you keep track of the section you are working in, right-click the **Status Bar** and tick **Section**.



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.

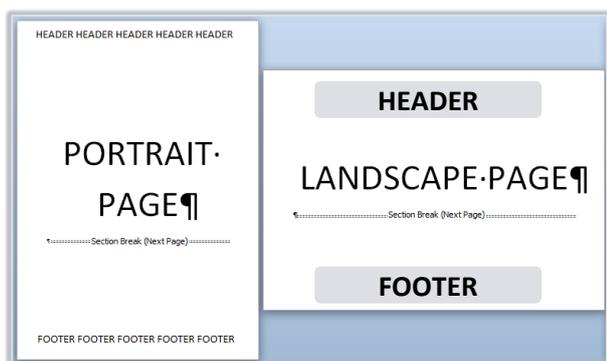


Figure 1 Before

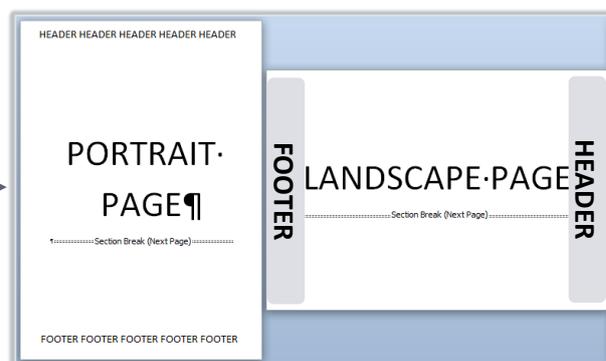


Figure 2 After

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>