

Tips with Landscape Pages in Thesis

Note: You will need to go page by page if the table is continued on multiple pages. Also, refer to: [Landscape Page in Thesis](#)

1. Turn gridlines on by View>Show Gridlines (this helps line things up with margins)
2. Select and cut your table - on the landscape page
3. You will notice the table on the next page is moved up, move it back down so you have an empty page once again.
4. Insert a text box large enough to hold your table (just make it cover the whole page of gridlines to be sure)
5. Paste the table into the text box. For continuing tables, you may have to move (Table Continues) back over to the right side of the table, mine put it on the left directly under
6. See the green dot above the table? Click & Rotate the table from landscape to vertical orientation.
7. Now, click anywhere outside of the table and select **Page Layout, Orientation, Portrait**
8. You will notice you will have to push some of the next page of the table down onto the next page once again. Do that.
9. Position the table in the gridline box.
10. Double click in the bottom footer space to bring up headers/footers
11. Since your page number is on the left side right now (or should be), double click the footer region and select **Link to Previous and click Yes to accept the changes** (page x should be exactly in alignment once again at the bottom).
12. To remove the left 'page x' (if applicable), still in footer/header mode, click near it to bring up a box, click the border of the box till you get the 4 arrow cross icon, and delete. This will remove page numbers after that also from the left side.

For any landscape orientation, please see the example below for location of page numbers and margin formatting

EXAMPLE LANDSCAPE PAGE NUMBER LOCATION

