This tutorial provides a method of formatting landscape pages for Thesis/Dissertations: Horizontal/Landscape Orientation, in which the page orientation, margins, and page number position are adjusted (see page 2).
1. Insert Section Breaks
   a. Place cursor after the last sentence on the page *before* the landscape page.
   b. Insert a Next Page section break:
      Go to *Page Layout > Breaks > Next Page*.
   c. Insert another Next Page section break *at the end* of the landscape page.

   Note: If you have more than one landscape pages, do this on the last landscape page.

2. Change page orientation to Landscape:
   a. Place cursor in middle of landscape page.
   b. Go to *Page Layout > Orientation > Landscape*.

3. Set margins:
   - Top = 1.5”
   - Bottom = 1”
   - Left = 1.5”
   - Right = 1”
   - Footer = 1”
Landscape Page Formatting

4. Remove existing page number:
   a. Double click on landscaped page number to activate Header & Footer Tools menu
   b. Uncheck “Link to Previous.” Do this for both the footer AND the header.
   c. Go to the next non-landscape page and repeat: Uncheck “Link to Previous.” Do this for both the footer AND header. (This ensures that subsequent pages’ are not affected when landscape page is modified)
   d. Go back to Landscape page. Highlight page number, and “DELETE” or “BACKSPACE.”

5. Insert page number in Left Margin:
   Go to Page Number > Page Margins > Large left.

6. Format page number
   a. Select page #, change font to Times New Roman 12 pt. or whichever font is being used throughout your manuscript
   b. Under the Line Spacing Options, select 1.0, and select “Remove space after paragraph.”
6. Format Page number

   c. Under the **Format** tab menu, open the **Shape Styles** options (click on arrow in bottom right corner).

   d. Go to **Text Box**

   e. Check **Resize Shape to fit text**

   f. Change text direction to **Rotate 90 degrees**. Click **Close**.

   Note: For some versions of Word, step 6f may not work to rotate text box.

   **Alternative:**

   Under **Format tab,**

   Use drop-down menu under **Text Direction,**

   Set to **Rotate 90°**

   g. Under the **Format** tab menu, Go to **Position,** then **More Layout Options**

   If “Position” is grayed out, click outside the textbox, then click back on it.

   g. Change **Horizontal**

      Absolute Position: 1”

      To the right of: **Page**

   i. Change **Vertical** to:

      **Alignment:** Centered

      Relative to: **margin**

   6f. Change Text Direction to **Rotate 90°**

   6e. Check Resize shape to fit text

   6d. Click Text Box

   6c. Under **Shapes Styles,**

      click arrow in bottom right

   6g. Click **Position,** then **More Layout Options**

   6h. Horizontal: Absolute Position, 1”, to the right of **Page**

   6i. Vertical: **Alignment,** centered, relative to **margin**
Table 2: Contrast between PCU1 and PCU2

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<tr>
<th>Pat A</th>
<th>Pat B</th>
<th>Pat C</th>
<th>Present A</th>
<th>Present B</th>
<th>Present C</th>
<th>Pat A</th>
<th>Pat B</th>
<th>Pat C</th>
<th>Conditional A</th>
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