Landscape Figures/Tables

Purpose

When a figure or table needs to be larger than the defined margins of a portrait page, the page may be rotated to landscape orientation. This can be useful if you need to read small text or see the figure in greater detail.

If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, "binding" side of the page and facing in the same direction as the figure or table.

In order to place a Landscape oriented figure or table in your document, the page number must be moved from the standard landscape position to the portrait position. This way, when the document is bound, all of the page numbers will be facing the same direction as you page through the manuscript.

There should be no text (other than the figure/table title) on the same page as a landscaped figure/table. Figure/table titles should be oriented in the same direction as the figure.

Binding Edge

Bottom Edge

Top Edge

32

Figure 1. Title.

Right Edge
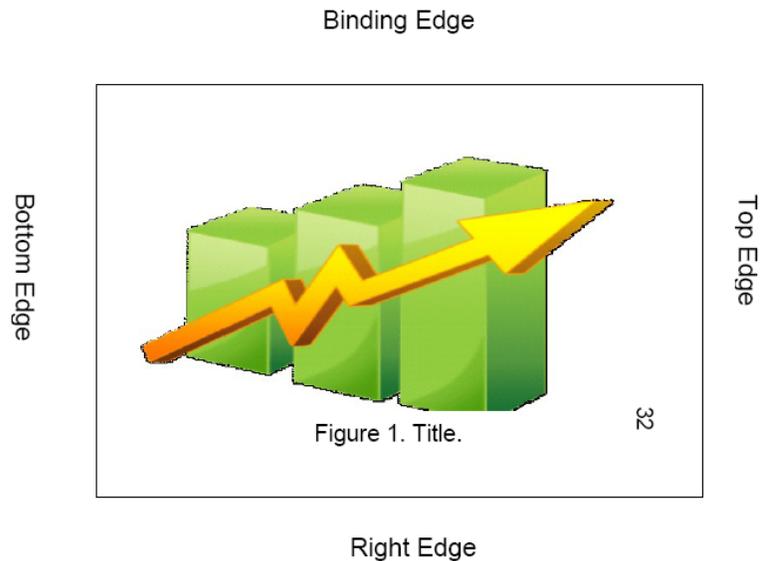
OFFICE OF GRADUATE STUDIES AND RESEARCH

Landscaping Figures/Tables

Positioning Page Numbers in Portrait Position

Isolate the Figure/Table That Must be in Landscape Position with Section Breaks

1. Position the cursor before the figure/table. Go to the Page Layout Tab, click Breaks, and then choose Section Break, Next Page.

2. Position the cursor under the figure/table and repeat step 1. If any blank pages have been added, delete them.

Orient Page into Landscape Position

3. On the page that will be changed to landscape, double click the page number to open the header.

4. Turn the "Same as Previous" option off. To do this, click on the "Link to Previous" toggle button in Navigation Section of the Header and Footer Design Tab. Do this for both Header and Footer.

5. Repeat Step 4 for the portrait page following also.

6. Close the Header and Footer, and go to the page with the figure that will be landscaped.

7. In the Page Layout Tab, click Orientation, Landscape. This page will be changed to landscape; all other pages will remain portrait.

Fix Page Numbers

8. Position the cursor on the landscape page. In the Insert Tab, click Page Number, then Format Page Numbers. Check the "Continue from previous section" option.

9. Repeat Step 8 for the portrait page following also.

Orient Page Number on Landscaped Page(s)

10. In the landscaped page, double click on the page number to open the Header. Highlight the page number, and delete it.

11. Go to the Insert Tab, click Page Number, Page Margins, and select Large Right.

12. Click once on the new page number. A box will appear around the page number. Place your cursor on the dashed line, and you can drag the page number to the appropriate location. Move it to the bottom right corner of the page. You will have to approximate where the page number should go. You can print this page and a portrait page to get a better idea of the correct position.

13. Highlight the page number. You can change the font and size of the page number to match all the rest of the page numbers.

14. With the number highlighted, click Format Tab in the Text Box Tools menu. Click Text Direction to rotate the page number 90°.