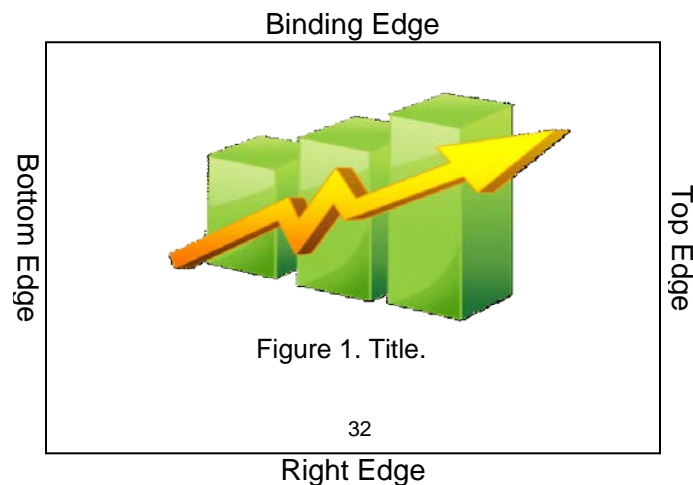


Landscape Figures/Tables

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.

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.



Orienting Pages to Landscape 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.