

LANDSCAPED TABLES

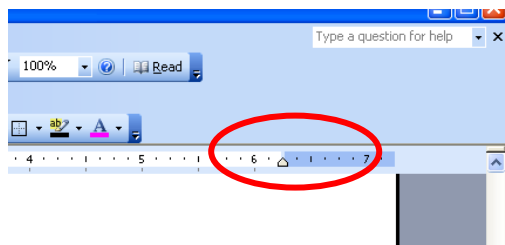
The easiest way to print a landscape figure or table is to print it from a separate file. In your thesis file, leave a blank page for the figure, and then print the chapter. You can then take your blank page, which now has a page number on it, and run it through the printer again printing the landscape table from the separate landscape file.

Next easiest way, go into the XL file, select & copy the content you want. Then, in your Word doc, go to Edit>Paste Special & select one of the Picture options (Windows Metafile or Enhanced Metafile). You should be able rotate either with no problem with the Drawing dialogue box, although the object can no longer be edited for text/formatting in Word.

Finally,

How to create a Table to a Landscape Position:


1. Insert table into text on the page(s) you would like it to appear. The table will appear in portrait format.
2. Place the cursor before the table that will be on a landscaped page.
3. Got to Standard Tool Bar and **Insert, Break, Section Break Next Page**.
Click OK
4. Place the cursor at the end of the table that will be on a landscaped page.
5. Go to the Standard Tool Bar and **Insert, Break, Section Break Next Page**.
Click OK.
6. Place the cursor anywhere on the page that will be landscaped and select **File, Page Setup, Layout** and select the landscaped orientation.
 - a. If the margin set up does not change automatically, insure that your top margin is 1.5 and the left margin is 1.0, both depending on your original margin setting. You can also drag the margin button (below) to the proper place.

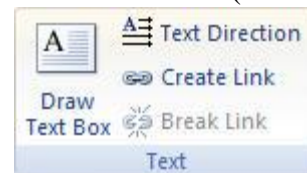


How to Change the Landscaped Page Number to a Portrait Position:

1. On the standard Tool Bar, go to **View, Normal**.
2. Then go to **View, Header and Footer**. The **Same as Previous** icon (text) will appear and must be removed. The icon can be removed by clicking on the **Link to Previous**

- icon on the Header/Footer tool bar. Remove the **Same as Previous** icon for **BOTH** the header and the footer. Note: This should be done regardless of where the page number is located.
3. Open Footer and delete page number on the landscaped page only. Do not exit the Footer.
 4. While Still in the Footer, use the dialog box and click on Insert Page Number.
 5. Keep the dialog box open. Go to standard Tool Bar and Click on **Insert, Insert Page Numbers**. Adjust the **Alignment** function to Right.
 6. Move the cursor to the page number located in the Footer and right click on the text box that contains the page number and select **format picture**.
 7. Adjust the values in the **Frame dialog box** to the following:
 - a. Text Wrapping: Around
 - b. Size
 - i. Width: Auto at ... leave blank
 - ii. Height: Auto at ... leave blank
 - c. Horizontal:
 - i. Position Left at Relative to Margin
 - ii. Distance form text: 0”
 - d. Vertical:
 - i. position 0” at relative to Paragraph
 - ii. Distance for text: 0”
 - e. Move with Text Icon should be checked
 - f. Click OK.
 8. Highlight page number and go to the Tool Bar, **Format, Text Direction**, and select the TEXT box on the right. This will orient the page number (not the table itself). Click OK.
 9. In Word 2007 you have to actually insert a text box first:

You can change the direction of text in a shape or a text box between horizontal (left to right) and vertical (from the top to the bottom or from the bottom to the top). Double-click the shape or text box to select it and open the **Format** tab. On the **Format** tab, in the **Text** group, click **Text Direction** . You can click **Text Direction** multiple times to cycle through the three options.



How to correct the page number on the next portrait page:

- Remove the Same as Previous icon from the Header/Footer page
- Change to portrait page
- Delete the page number
- Return the page to a portrait position

Return to the Header/footer function and use the Insert, Page Numbers function and adjust the alignment.