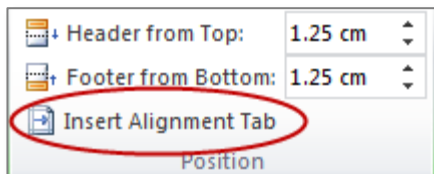# Task 5.3   Creating a landscape page

If you need to include a large table, picture or diagram, use section breaks to format part of your document as landscape so that you can fit the content more easily.

If you have used the *Current Position* option to insert a page number at the tab at the right margin in the footer, the number will not appear in the correct place on a landscape page. This is because the position for the tab is determined by the *Footer* style, and not by the page orientation.

You will have to re-align the number using the *Insert Alignment Tab* command on the *Header & Footer Tools Design* tab.

Try this...

First, you'll create a landscape section.

1.   Press **Ctrl** and **End** to move to the end of the document.

2.   Click on the *Page Layout* tab and insert a *Next Page* section break.

3.   On the *Page Layout* tab, click the dialog box launcher in the *Page Setup* group.

4.   Click on the *Margins* tab if you are not already there, and click on *Landscape*.

5.   Note the setting in *Apply to* at the bottom.

*Because your document contains section breaks, this appears as **This section** by default. All **Page Setup** options are automatically applied to the current section only.*

6.   Click **[OK]**.

7.   Examine the footer. Note that the page number appears as page *1* and is also in the wrong position.

You'll start by fixing the numbering. When you insert a new section break, it inherits the settings from the section break before it. In this case, you inserted a section break then formatted the page number so that the main body of the document started at page 1, therefore this new section also starts at 1.

8.   Double-click in the footer to edit it.

9.   In the *Navigation* group, click on *Link to Previous* to deselect it.

10.   Click on *Page Number* in the *Header & Footer* group and select *Format Page Numbers*.

11.   In the *Page numbering* section, select *Continue from previous section* and click **[OK]**.

*Next, you'll change the position of the page number. It appears where it does because the **Footer** style (used by default to format footers) includes specific settings for the*