

location of the centre and right tabs, and these do not change even if you choose a different page orientation.

12. Click just in front of the page number.
13. In the **Position** group, click on **Insert Alignment Tab**, select **Right** and click **[OK]**.

The page number moves out to the right margin.

14. Double-click in the body of the document to close the footer.
15. With your cursor in the landscape page, click on the **Page layout** tab and insert another **Next Page** section break.
16. Click on **Orientation** in the **Page Setup** group and select **Portrait**.

*Because the default is to apply a formatting change to the current section, you can simply click on the orientation setting rather than having to open the **Page Setup** dialog box.*

17. Double-click in the footer of the new section to edit it.
18. In the **Navigation** group, click **Link to Previous** to deselect it.
19. Click after the text **Chapter 1 Spatial ability introduction and literature review** and press **Delete** to remove the extra tab.
20. Double-click in the document body to close the footer and check your page numbering.