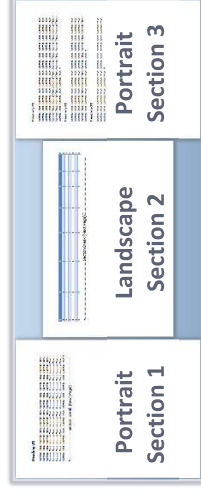


# Working with Long Documents

## “My document contains portrait and landscape pages, how do I fix the headers and footers?”

When you are writing up your academic work, you may find that some of your tables and figures look better when presented on a landscape page, even though the rest of your document is portrait. You can change page orientation for different sections of your document, as described in our guide: [“How do I create landscape pages in Word?”](#)

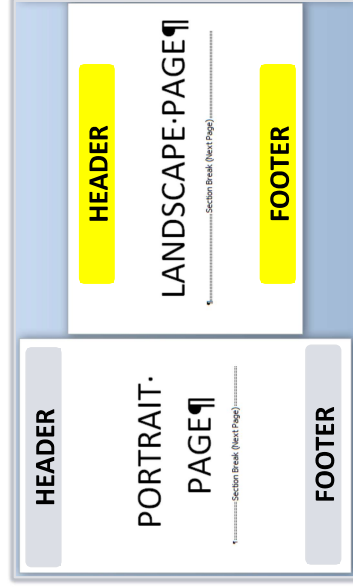


You can add information (such as page numbers) to the top or bottom of every page in your document by adding this content to the header or footer area.

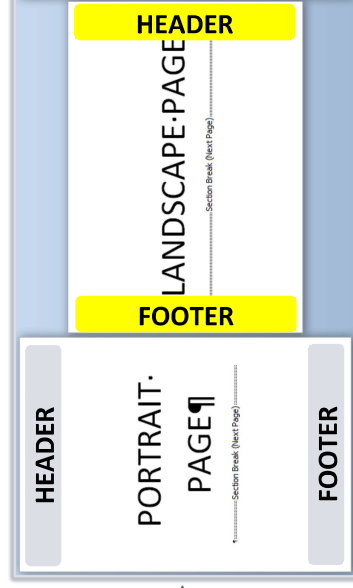
Taking the time to fix landscape headers and footers on your landscape pages will ensure consistency with your portrait pages when the document is printed and bound. You can use this guide to help.

On screen, it will look like your landscape headers and footers are in the left and right margins of the page but don't worry, they will print out in the same place as the portrait pages.

**Before:**



**After:**

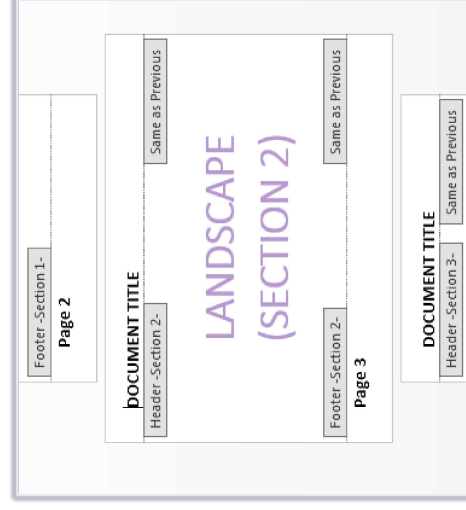


### Step 1 - Break the links between landscape/portrait sections

When you create landscape pages within a portrait document, you define each landscape page range as a new section (using **section breaks**).

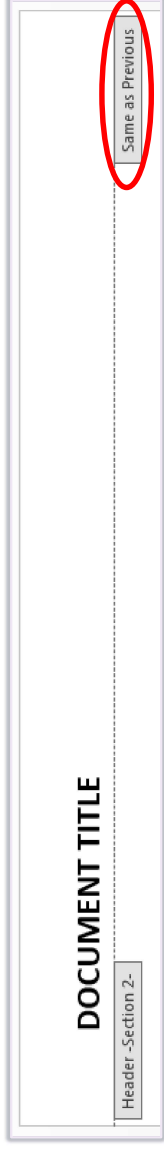
By default, each header and footer is linked to the previous section. This means that if you edit the header and footer of **any page**, your changes will affect **every page** in your document.

You must break the links between sections **before** making changes to the header/footer of your landscape pages. **If you don't, the changes will also affect the headers and footers in the portrait sections of your document.**



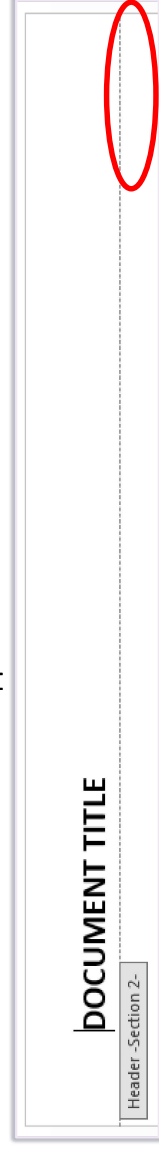
1. Double-click at the top of your first landscape page to open the **header** for editing.

- At the moment, this is labelled **Same as Previous**.



2. On the **Header & Footer** tab, click **Link to Previous** to break the link to the previous (portrait) section.

- The **Same as Previous** label should disappear.



3. Still on the **Header & Footer** tab, click **Next** to go to the next (portrait) section header.

- This will still have a **Same as Previous** label.



4. Click **Link to Previous** to break the link to the previous (landscape) section.

- The **Same as Previous** label should disappear.



5. On the **Header & Footer** tab, click **Go to Footer** and then repeat steps 2 – 4 to break the links to the previous and next section **footers**.



## Step 2 – Delete landscape header and footer content

When you have broken the links between your landscape section and the neighbouring portrait sections, you can delete the landscape header and footer content without affecting the rest of the document.

1. Click **Previous** to return to the landscape section footer.
2. Select and delete the landscape footer content.
3. Click **Go to Header**.
4. Select and delete the landscape header content.



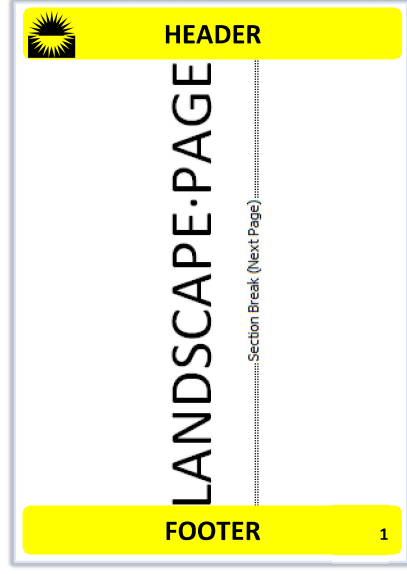
### Step 3 – Recreate landscape header and footer content

The next step is to recreate your header and footer in the left and right margins of your landscape section. In this example, the header contains a logo and the footer contains a page number.

**Before:**



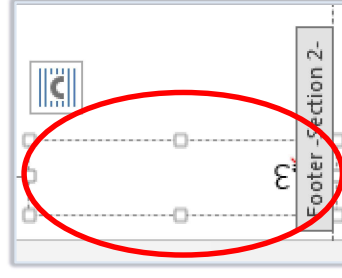
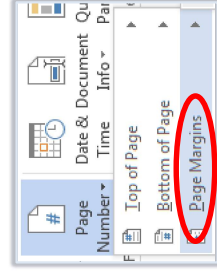
**After:**



**Note** - Objects require inserting, rotating and formatting; it can take some time to perfect. Follow the steps for the object types you want to add to your header/footer. **Page Numbering, Page Margins, Vertical Left** in the Before and After figures.

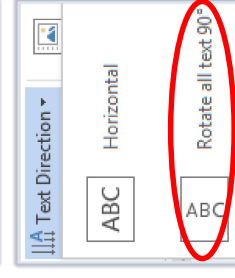
Page numbers

1. Click the **Header & Footer** tab, then click **Page Number**.
2. Click **Page Margins** and select either **Large, Left** (as a footer) or **Large, Right** (as a header).
  - Don't worry about formatting for now – you'll do that later.
3. Click the text box that appears in the chosen margin.
  - When selected, the text box will have a dashed border.
  - **Note:** The **Footer** label may be hiding part of the text box.



4. Click the **Shape Format** tab, then click **Text Direction**.

- Select **Rotate all Text 90°**.
- Now use the formatting tools from the **Home** tab to edit the font, size and alignment. Remember, you want your landscape page numbers to look the same as your portrait pages.



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#### Other text content

1. On the **Header & Footer** tab, click **Go to Footer**.
2. On the **Insert** tab, click **Text Box** and select **Draw Text Box**.
3. Click and drag to draw a text box in the appropriate margin (left for the footer, right for the header) and fill with content, e.g.:
  - **Text:** type your content in the new text box.
  - **Date and Time:** on the **Header & Footer** tab, click **Date & Time** and select a format.
  - **Quick Parts:** on the **Header & Footer** tab, click **Quick Parts** and select from the list.
4. Click the **Shape Format** tab, then click **Text Direction**.
  - Select **Rotate all text 90°**.
5. Use the formatting tools from the **Home** tab to edit the font and size of the text.
6. Click and drag the text box until you are happy with the position in the margin.

#### Logos or images

1. Click the **Header & Footer** tab, then click **Pictures**.
  - Browse to locate and select the logo or image you want and click **Insert**.
2. Click the **Picture Format** tab, then click **Wrap Text**.
  - Select **In Front of Text**.
3. Click **Rotate** and select **Rotate Right 90°**.
4. Click and drag the corner handles to resize the image if needed.
5. Click and drag the image to position it in the left margin (as a footer) or right margin (as a header).

#### Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft's Office Support](#) for tutorials, videos and helpful hints.

- For formatting requirements, e.g. margins and line spacing, please check with your School.
- Click the **File** tab then the **question mark** (top right), or press **F1** at any time for help within Word. Search for keywords, e.g. *landscape*.
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>

