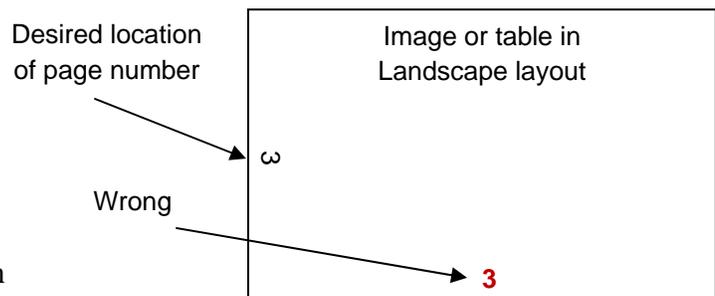


How to properly place page numbers for printing in documents with both portrait and landscape layouts in Word 2003

Most documents that contain pages formatted in both portrait and landscape layouts and will begin in portrait layout. For printing the document should have consistently placed page numbers on the short margin of the portrait layout (example on right). Below are instructions on how to place page numbers that will update when page numbers change during editing.



1. Pages in landscape layout following portrait layout will be by necessity in a separate section, but these sections must not be linked to the previous section or the following section. To view sections open header/footer by double clicking in header or footer on first landscape page
 - a. If header and footer are linked to previous section (on right side of header/footer text reads “Same as Previous”)
 - i. Click in header region, then in the header/footer toolbar click the ‘Link to Previous’ icon  this will unlink the sections
 - ii. Do the same thing in the footer region
 - iii. Follow the same procedure on the first portrait page following the landscape page(s)
 - b. If header and footer are not linked to previous section **OR** after the procedure above:
 - i. In footer section of the landscape page delete the page number (if numbered already). This should only delete page numbers in this section
 - ii. While still in the footer insert new page number by clicking the ‘Insert’ tab at the top of the page
 - iii. Click on the new page number and then click on the edge to select text box (with little solid black boxes on each corner). Then drag the text box to short margin.
 - iv. With page number still selected click the ‘Format’ tab at the top and scroll down to ‘Text direction’. Change text direction appropriately.

Word can definitely do strange things – especially if the formatting is already a little strange. Hopefully this will work out as desired – try not to pull all your hair out!