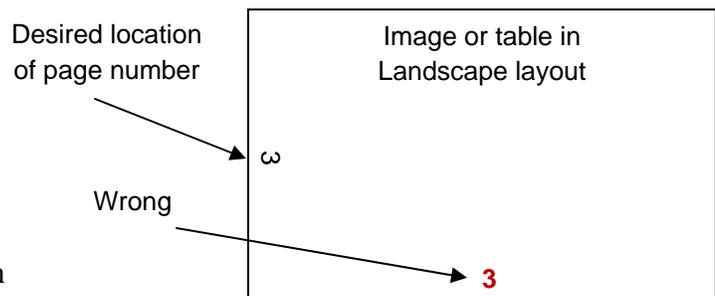


How to properly place page numbers for printing in documents with both portrait and landscape layouts in Word 2007

Most documents that contain pages formatted in both portrait and landscape layouts will begin in portrait layout. When 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 text reads "Same as Previous").
 - i. Click in header region, then under the Design tab > Navigation sub-tab > 'Link to Previous' will be highlighted. Click 'Link to Previous - this will unlink the section and will no longer highlighted.
 - 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. Double click in footer section and delete page number (if numbered already). This should only delete page numbers in this section.
 - ii. While in footer region make sure the design tab is highlighted, then under the Header & Footer sub-tab click Page Number > Page Margins > Large, Left.
 - iii. This will place the page number in a large font on the left margin of this section only. Not sure why a normal size font is not an option.
 - iv. Rotate text and format font:
 1. Select the new page number and highlight all digits (it will display in a text box).
 2. Select the Home tab > under the Font sub-tab change font type and size to that desired (typically Times New Roman, 12pt).
 3. Select the Format tab > under the Text sub-tab click text direction until it displays in the correct direction.

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