

## Tips for Preparing Images and Landscape Tables including Page Number & Portrait Mode Requirements for the Submission of a Dissertation

This guide is based on using Microsoft Office 2019.

### Gridlines

Displaying gridlines in Microsoft Word assist in the appropriate placement of content. Select **View > Gridlines** to center images and adjust the size and placement of tables. **Note:** If gridlines do not display, follow this post: [https://answers.microsoft.com/en-us/msoffice/forum/msoffice\\_word-mso\\_win10-mso\\_o365b/bug-in-word-2016-gridlines-sometimes-wont-show/07d95cdd-5eca-4f6e-8419-e8346fd06880](https://answers.microsoft.com/en-us/msoffice/forum/msoffice_word-mso_win10-mso_o365b/bug-in-word-2016-gridlines-sometimes-wont-show/07d95cdd-5eca-4f6e-8419-e8346fd06880)

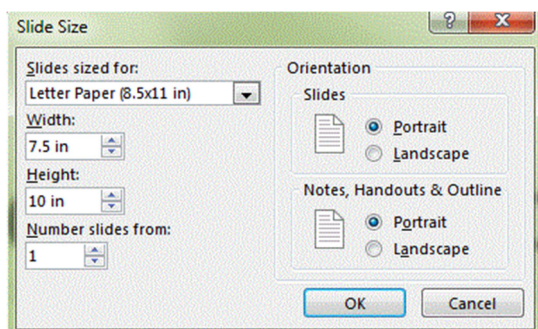
### Images

Images may be rotated and resized to fit within the margins. They may be created from PowerPoint slides, Excel spreadsheets and screenshots. When the image is inserted into Word right click on the image. Select **Wrap Text**. Try **Top and Bottom** or **Tight** to move and place the text and image appropriately in the document. Always grab and drag a corner of the image to resize and maintain aspect ratio.

### PowerPoint Slides

Sometimes it is easiest to create content on a slide and save the slide as an image file [TIFF is preferred]. Insert the TIF file into the Word document.

1. Select Design on the menu. Select **Slide Size > Custom Slide Size**. On the Mac select **Page Setup**.
2. See illustration for slide size. Note that the slide accounts for the 1” margins. Adjust image size in the slide or resize the image later in Word.
3. After adding content to the slide, on Windows select File > Save As filename.tif  
On the Mac select File > Export > filename.TIFF



## Excel Spreadsheet

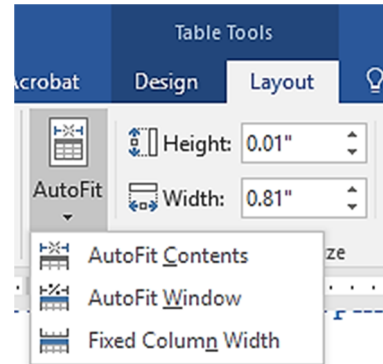
1. Highlight the data in Excel and select copy.
2. Go to Word and select Paste. The spreadsheet is a table in Word [see next].

## Tables

If the table is more than one page each page should include a header.

1. Select the table to display the Table Tools > Layout menu
2. Highlight the row[s] of text to repeat on every page
3. Select **Layout > Repeat Header Rows**

Tables may be resized to fit or to fill the width of the document. Confirm your margins are 1 inch before you begin. Select the table to display the Table Tools Layout menu. Select **AutoFit**. Select an option, starting with **Autofit Window**.



## Create landscape pages to accommodate wide tables

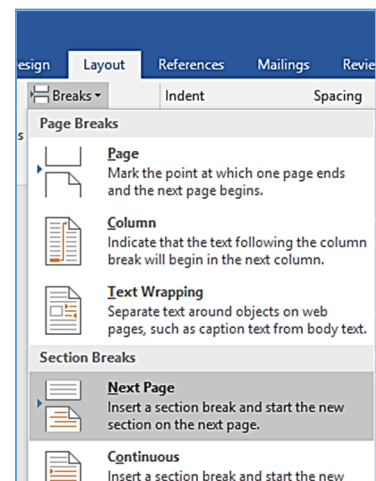
Tables are frequently best displayed on landscape pages; they may be too wide to fit across the portrait page. Insert section breaks to change the orientation of pages to landscape. Section breaks separate the pages and then just some of the pages are rotated to landscape mode.

If you have not added page numbers to the document, follow this handout to add page numbers now: [https://library.albany.edu/imc/tutorials\\_handouts/Dissertationpageformat.pdf](https://library.albany.edu/imc/tutorials_handouts/Dissertationpageformat.pdf)

To create landscape pages, apply section breaks

1. Place your cursor at the end of the text [not the footnote] of the preceding page. Select **Layout > Breaks > Next Page**. You may need to press delete to bring the text to the top of the page.
2. Place your cursor before the text of the next portrait page. Select **Layout > Breaks > Next Page**. You may need to press delete to bring the text to the top of the page.

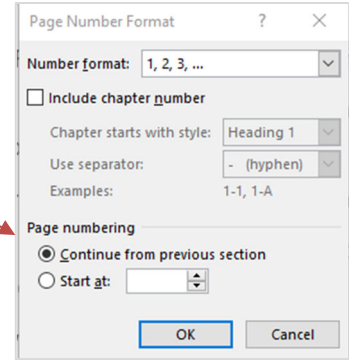
If you double click in the footer area, and browse through the pages, you will see different section numbers.



3. To apply landscape orientation, click in the first or only page in the section. Select **Layout > Orientation > Landscape**.
4. Review the page numbers. The page numbers should continue and not start at page 1 every time there is a new section break.

If the pages start at page 1 at every section break, double click on the number 1 to select it. Right click and select **Format Page Numbers**. On the Mac select **Page Number > Format Page Numbers**

Select **Continue from previous section**.



### Create Proper Page Number Formats on Landscape pages

When landscape pages are rotated to portrait mode it causes the page numbers to display on the side not the bottom of the page. The page number must be moved to the left margin on landscape pages. Then, when the landscape pages are rotated counter-clock wise, 90 degrees, to portrait mode, the page numbers will be on the bottom of the pages. Instructions are based on information found by the Graduate School.

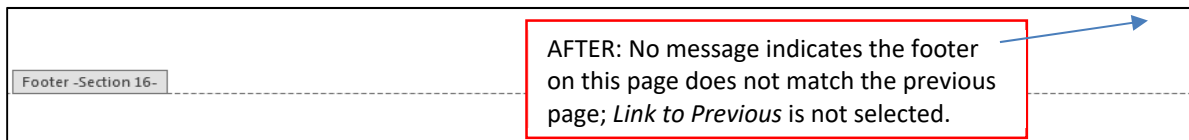
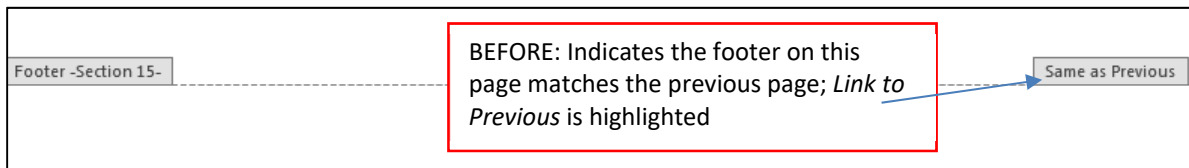
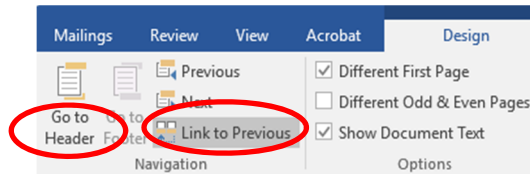
#### 1. Unlink and separate landscape pages from portrait pages

This will disconnect the Footers and Headers of the landscape pages from following the format of the portrait pages.

Double click in the Footer of the landscape page. On the ribbon, **unselect Link to Previous**. Select **Go to Header** on the ribbon; **unselect Link to Previous**.

**Delete the page number on the landscape page.**

**Repeat these steps each time the page orientation changes**

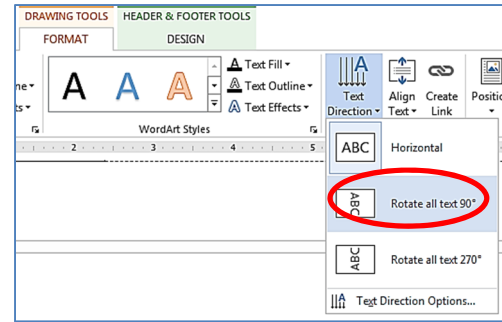


## Add page numbers on landscape pages

### Windows:

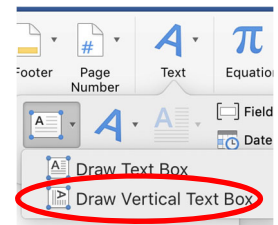
Select the landscape page. Select **Insert > Page Number**. Select **Page Margins > Large left**; the number appears in the left margin. Highlight the number and apply the appropriate font.

Highlight the number. Click on the **Drawing Tools** tab. Click on **Text Direction > Rotate all text 90°**. Resize the text box to fit close to the page number.

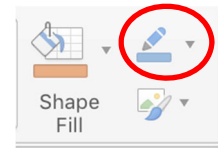


### Mac:

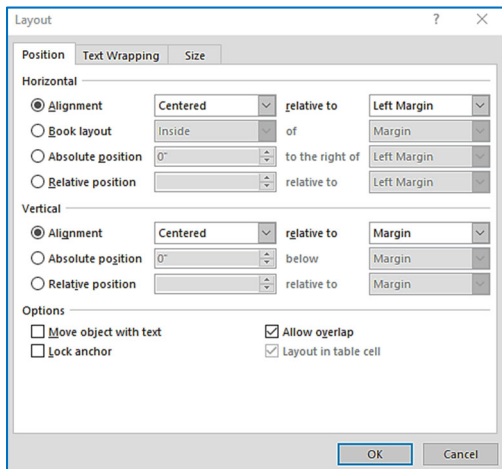
Select the landscape page. Select **Insert > Text Box > Draw Vertical Text Box**. In the left margin, draw a textbox large enough to fit the page number. You must enter the page number in the left margin on each landscape page! Adjust the font if necessary and resize the text box to fit close to the page number.



To remove the border around the number right click on the border. The Shape Format Ribbon displays. Click on the drop-down arrow **Shape Outline** and select **No Outline**.



## 2. Center the page numbers



Right click on the text box and select **More Layout Options**

Position tab:  
Horizontal Alignment:  
**Centered** relative to **Left Margin**  
Vertical Alignment:  
**Centered** relative to **Margin**

**HINT:** If you have difficulty selecting the page number double click the footer area at the bottom of the page. This allows you to access the page number on the left.

3. If portrait pages follow landscape pages, review numbering. Confirm that the first portrait page is not “linked to previous”. Add the page number if necessary. Select Arabic numbers and continue page numbering.

Written by Regina Testa, Head IMC, Innovate Make Create Center; 6/17; 12/17;1/2020;4/2020; 9/2020; 3/2021. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <https://creativecommons.org/licenses/by/4.0>

