BU GMS THESIS
INSTRUCTION FOR NUMBERING LANDSCAPE PAGES

Attention:

- The steps for Microsoft Word Windows are different than MS Word OSX/MacOS.
- There is a slight difference between MS Word versions as well.
- This guide assumes you already know how to prepare landscape pages as well as section breaks.
- Make sure after page margin is transformed according to the page rotation. Usually, the page is rotated 90 degree clockwise; therefore, the top and right margin are supposed to be 1.5 inch, while left and bottom are 1 inch. This means the page number of the landscape page will be located at the left margin.
- Make sure the tables and figures do not cross over margin first. Tables copied from MS Excel do not necessarily fit within the page margin. Edit again the width of the tables in the MS Word.

WINDOWS version

- Applicable for MS Word 2007 forward.

Steps:

1. Unlink between sections.
   — Double click either the footer or header section of your landscape page. Or, click ribbon [Insert]→[Footer]→[Edit Footer].
   — A new ribbon tab [Header & Footer Design] will appear, and go to that tab.
   — In the Navigation section, click the [Link to Previous] to turn it off.
   — Make sure to do this for:
     (1) Footer of landscape pages section.
     (2) Footer of normal pages of the following section.
   • Repeat it for the header if you put something on the header. If not, only the footer is enough.
   • Usually, you only need to unlink the landscape section and the one after it. But, you may unlink the section before the landscape.

2. Create new page number.
   — Decide the location of page number of the landscape pages depending on the margin you set for the landscape sections. For example, if it is 90 degree clockwise, the page number is on the left margin.
   — Double click the footer section, if you have not done so.
   — Delete the page number; either by using the delete button or [Remove Page Number] tab.
   — Now, Click [Page Number] tab, select [Page Margins].
   • Depending on the MS Word version, the styles can be different.
   • For the 2010 version, you may select the [Border, Left] or [Large, Left]. Selecting the [Large,…] may require you to fix the font style and size.

3. Fix the page number text.
   — If the font is different than other page, make sure to fix it.
   — Next, while still selecting the page number in the margin, go to [Page Layout] ribbon tab, and select [Text Direction] according to the orientation of your landscape page.
   • This can be [Vertical], or [Rotate text 90°].
   — Go to [Home] tab, make sure the alignment is centered.

- If the page number restarts from 1, then go back to [Insert]→[Page Number]→[Format Page Numbers...] and choose the Continue from previous section.
  - In some cases, the next sections will restarts the page number as well and will need to be fixed.

4. If the page number location is not centered according to the page margin, expand the box/frame of the page number according to the page margin. The center alignment should automatically make the location the same as the portrait section.

OSX/MacOS version

- Applicable for MS Word 2011 forward.

Steps:

1. Unlink between sections.
   - Double click either the footer or header section of your landscape page.
   - A new ribbon tab [Header and Footer] will appear, and go to that tab.
   - In the Options section, uncheck the [Link to Previous].
   - Make sure to do this for:
     (1) Footer of landscape pages section.
     (2) Footer of normal pages of the following section.
   - Repeat it for the header if you put something on the header. If not, only the footer is enough.
   - Usually, you only need to unlink the landscape section and the one after it. But, you may unlink the section before the landscape.

2. Move the page number to the margin.
   - Decide the location of page number of the landscape pages depending on the margin you set for the landscape sections. For example, if it is 90 degree clockwise, the page number is on the left margin.
   - Double click the footer section, if you have not done so.
   - Click on the page number, it will show a box/frame.
   - Drag the frame to the page margin that you decide.

3. Set the location of the frame.
   - Double click the frame of the page number.
   - A pop up of frame option will show.
   - For the horizontal, the position is [Outside] relative to [Page].
   - For the vertical, the position is [Center] relative to [Margin].
   - Click OK.

4. Fix the page number text.
   - Click again the frame if you deselect it from before.
   - Go to ribbon tab [Layout].
   - On the section Text Layout, click the Direction to rotate according to your landscape page orientation.
   - It is assumed that the page number and font style are still the same.

- If page number is different, edit it through Application Menu Bar [Insert]→[Page Numbers…]→[Format…]→[Continue from previous section].
— If you need to edit it later, double click the footer first because the margin page number is still considered as footer.