This tutorial provides a method of formatting landscape pages for Thesis/Dissertations:

Horizontal/Landscape Orientation, in which the page orientation, margins, and page number position are adjusted *(see page 2).*

APPENDIX

Table 2: Conflicts between POV1 and POV3

	Past A	Past B	Past C	Present A	Present B	Present C	Future A	Future B	Conditional A	Conditional C	Conditional B
POV1	20	15	40	2	14	8	50	45	9	8	15
POV3	5	9	12	90	74	60	50	32	30	22	8
Per Subj:											
1	10	20	55	2	12	3	44	40	5	5	3
2	30	14	26	0	9	9	67	51	13	10	23
3	15	16	41	1	13	10	52	32	6	13	8
4	3	8	13	99	88	69	51	31	9	35	4
5	7	13	10	84	67	81	74	45	57	22	1
6	4	7	11	88	70	30	66	28	36	8	14

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Teo, A. "Using a Peer-Assisted Writing Activity to Promote ESL-EFL Students' Narrative Writing Skills." *The Internet TESL Journal,* 12: 8 (2006), 1-8. Retrieved from http://iteslj.org/Techniques/Teo-PeerAssistedWriting.html

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Horizontal/Landscape Orientation

1. Insert Section Breaks

a. Place cursor after the last sentence on the page **before** the landscape page.

b. Insert a Next Page section break: Go to **Page Layout > Breaks > Next Page**.

c. Insert another Next Page section break **at the end** of the landscape page.

Note: If you have more than one landscape pages, do this on the last landscape page.

1b. Insert section break

1c. Place cursor here & insert section break

1a. Place cursor here
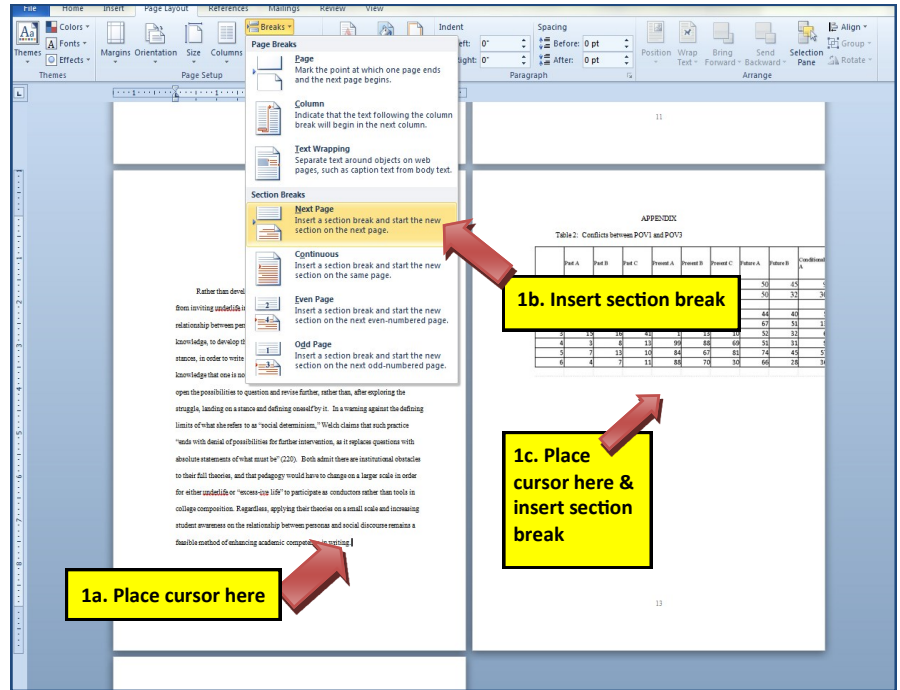
2. Change page orientation to Landscape:

a. Place cursor in middle of landscape page.

b. Go to **Page Layout > Orientation > Landscape.**
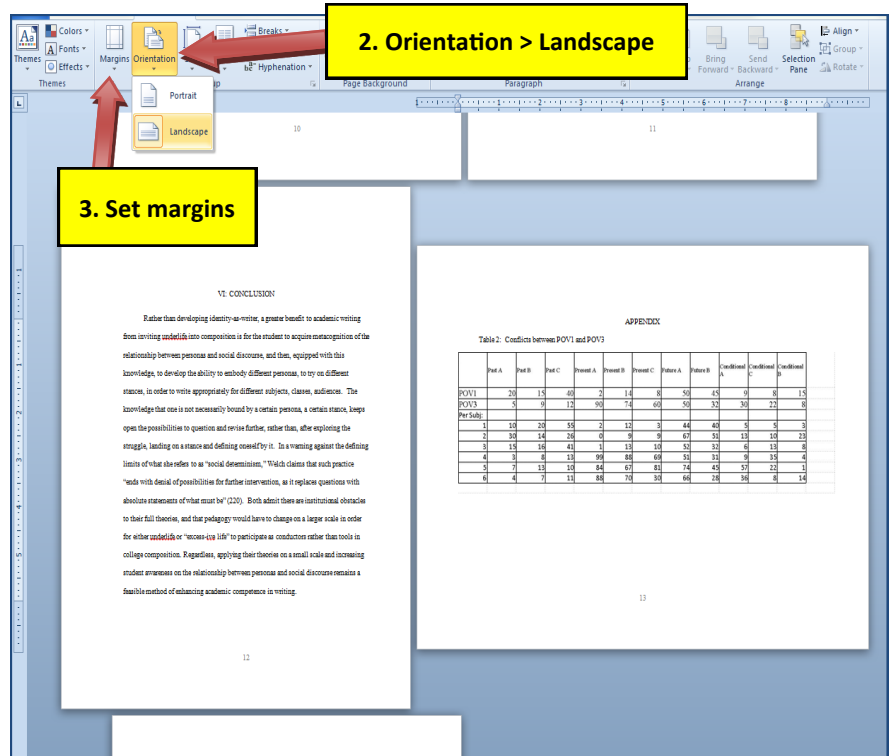
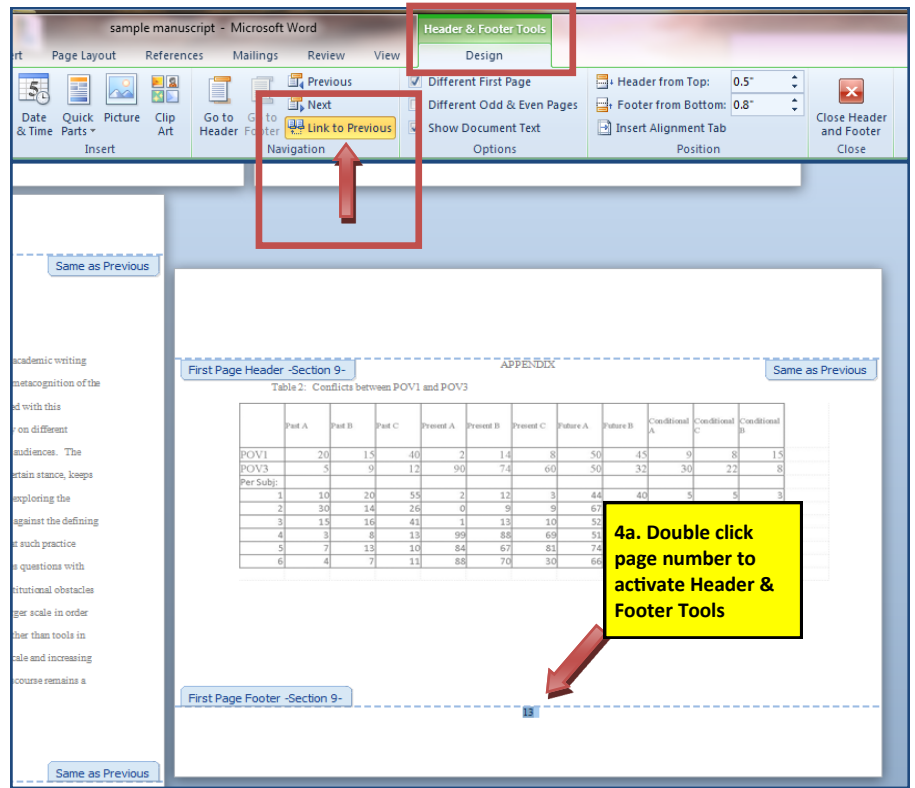## 3. Set margins:

Top = 1.5"

Bottom = 1"

Left = 1."

Right = 1"

Footer = 1"

**2. Orientation > Landscape**

3. Set margins

4. Remove existing page number:

a. Double click on landscaped page number to activate **Header & Footer Tools** menu

b. Uncheck "**Link to Previous**." Do this for both the footer AND the header.

c. Go to the next non-landscape page and repeat: Uncheck "**Link to Previous**." Do this for both the footer AND header. (This ensures that subsequent pages' are not affected when landscape page is modified)

d. **Go back to Landscape page. Highlight page number, and "DELETE" or "BACKSPACE."**

4a. Double click page number to activate Header & Footer Tools

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5. Insert page number in Left Margin:

Go to **Page Number > Page Margins > Large left.**

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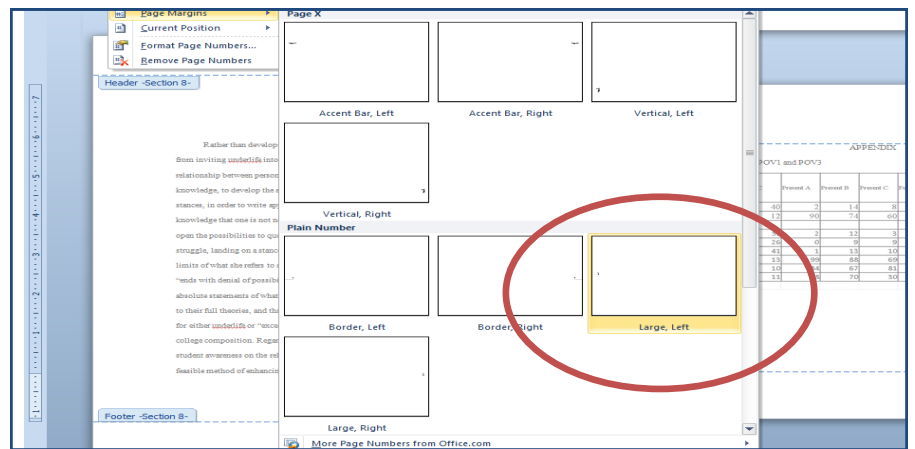
6. Format page number

a. **Select page #, change font** to Times New Roman 12 pt. or whichever font is being used throughout your manuscript

b. Under the **Line Spacing Options**, select 1.0, and select "**Remove space after paragraph.**"


6a. Change font and font size

6b. Under Line Spacing Options, select 1.0, and "Remove Space After Paragraph"
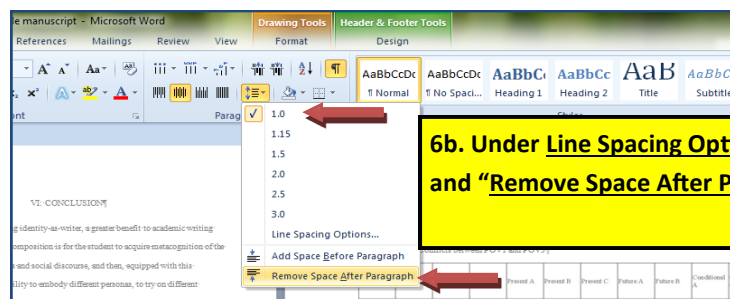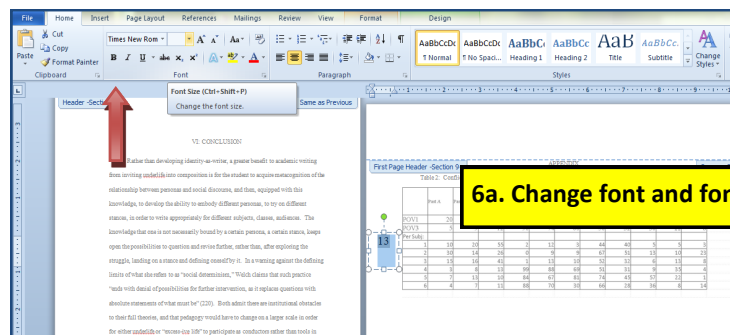
6. Format Page number *continued….*

c. Under the **Format tab** menu, open the **Shape Styles** options (click on arrow in bottom right corner).

d. Go to **Text Box**

e. Check **Resize Shape to fit text**

f. Change text direction to **Rotate 90 degrees**. Click **Close**.

*Note: For some versions of Word, step **6f** may not work to rotate text box.*
Alternative:
*Under **Format tab**,*
Use drop-down menu under
Text Direction,
*Set to **Rotate 90°***

6c. Under Shapes Styles, click arrow in bottom right

6f. Change Text Direction to Rotate 90°

6e. Check Resize shape to fit text

6d. Click Text Box
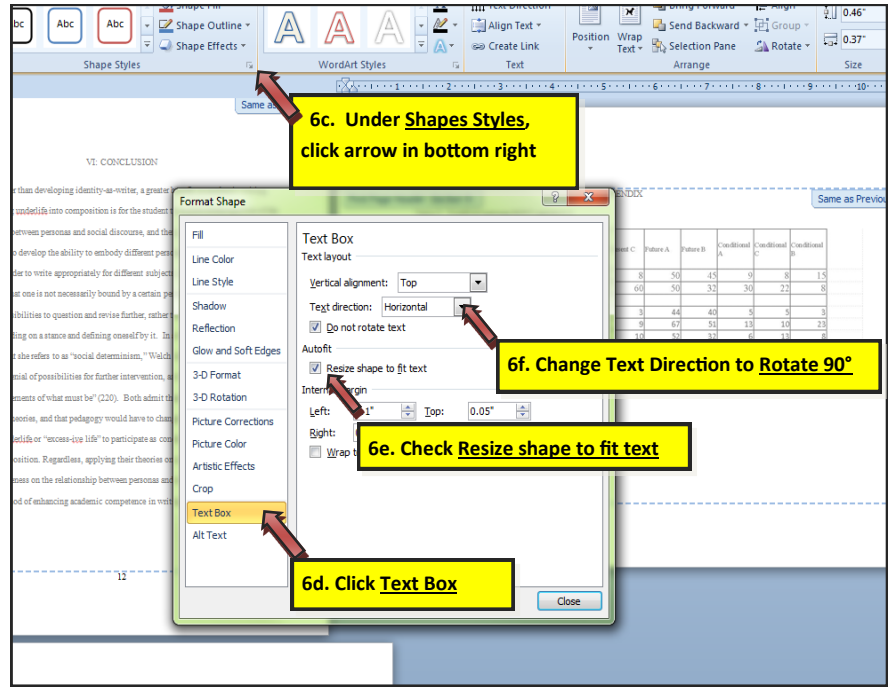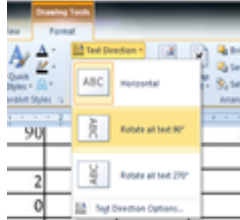
g. Under the **Format tab** menu, Go to **Position**, then **More Layout Options**

If "Position" is grayed out, click outside the textbox, then click back on it.
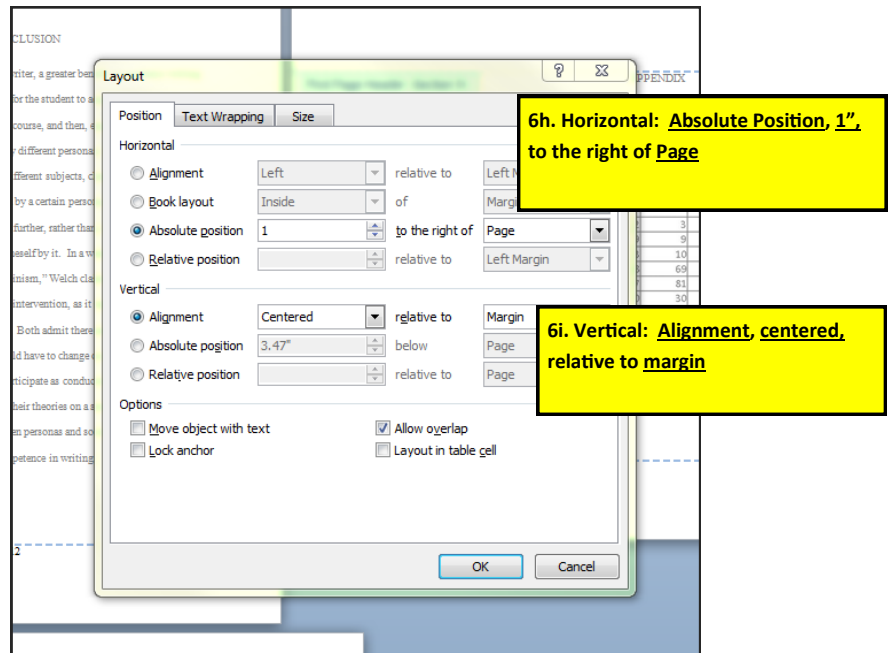
g. Change **Horizontal** to:

　　Absolute Position: 1"

　　To the right of: *Page*

i. Change **Vertical** to:

　　Alignment: Centered

　　Relative to: margin

6g. Click Position, then More Layout Options

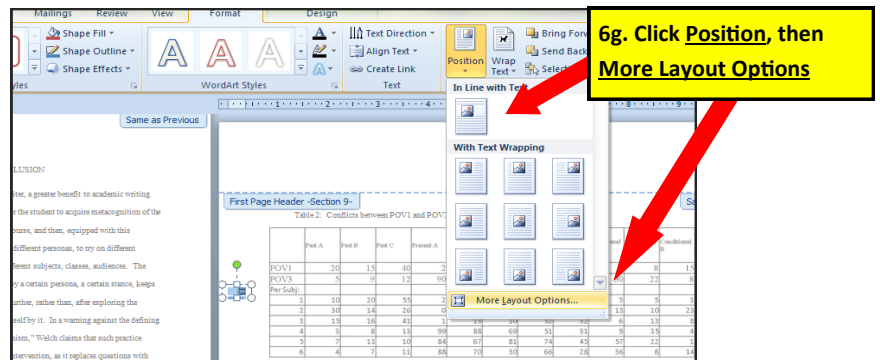6h. Horizontal: Absolute Position, 1", to the right of Page

6i. Vertical: Alignment, centered, relative to margin

Appearance of finished page:

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Per Subj:											
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3	15	16	41	1	13	10	52	32	6	13	8
4	3	8	13	99	88	69	51	31	9	35	4
5	7	13	10	84	67	81	74	45	57	22	1
6	4	7	11	88	70	30	66	28	36	8	14

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