

DIRECTIONS TO ADJUST A PAGE NUMBER LOCATION FOR A LANDSCAPE PAGE

IMPORTANT ADVICE: Be sure to save your document in a separate file before attempting this in case of “worst case” scenario.

FYI—If you do this page number placement when the file is complete, it will adjust all the page numbers in the file or within the section break the same way. Thus you only need to do it once per file.

- 1. Make sure the landscape pages are in a file by themselves or have a section break inserted before and after the page if it is within the rest of the document.**
2. Go to the **Insert menu** on the toolbar and highlight page number.
3. Choose the footer and center options.
4. Make sure the page number is the number you want and if not, change to the correct number.
5. Close the window.
6. Now double click on the footer at the bottom of the page and open up the footer.
7. Now double click on the number itself.
8. Once highlighted, you can drag/move the number with the four-pronged cursor to the correct position on the left margin of the page and then click the center option button. It will center the number on the page. The distance from the edge of the paper will need to be set. Use the rulers on the side and top of the file to place it in the correct spot.
9. Leave the number highlighted and go to the **Format menu** on the toolbar and highlight the text direction option.
10. From the three choices, choose the option that places the number in the right direction. In Word 2000, it is the vertical box on the right.
11. Once you have done this, print out one page and make sure the numbers will align with the other numbers on the portrait pages. If the alignment is okay, then save and you are done. If not, then adjust the alignment accordingly until it is correct.

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