Landscaping for All Seasons: How to Insert a Landscape Page into a Word Document

The vernal equinox on March 20th is the “official” mark of the beginning of spring! For me, spring fever translates into landscaping fever, which made me think of landscaping for papers—that is, inserting a landscape page into a document with “regular” or portrait orientation.

You might need to change the page orientation within a document to accommodate a wide table, graph, or figure. Microsoft Word offers two options for changing the orientation of a page within a document: (a) manually inserting section breaks, or (b) select the text and let Word insert the section breaks.

No Rules for Choosing Orientation

No rules govern when you must use a landscape setting for a table or graphic, but APA does have guidelines for font size and style. Tables and graphics should use 10 pt. font or larger. Tables that are primarily numerical figures should use a sans serif font (e.g., Arial, Calibri) whereas tables that are primarily text should use Times New Roman font. In choosing the page orientation, consider the “readability” and visual appeal of your table or graphic. For example, tables with only two digit places in each column can have several columns and fit well on a portrait style page, whereas a text table with a few columns might require a landscape layout to accommodate the correct font size and style.

Manually Inserting Section Breaks & Setting Page Orientation

Once I’ve decided that a table is probably going to require a landscape orientation, I prefer to create the table in its final format by manually inserting the section breaks. To change the orientation of a page within a document, insert a Next Page section break at the start and end of the text, table, or graphic by following the steps below:

Insert a section break at the beginning of the area that you want to rotate:

1. From the Word ribbon, select the Page Layout tab.
2. Click the **Breaks** drop-down menu on the **Page Setup** section.

3. Select **Next Page** in the **Section Breaks** section.

4. Then, select and click on the page orientation you prefer by using the icons on the Word ribbon.

Alternatively, clicking on the arrow in the lower right hand corner of the Page Setup tab will open the Page Setup pop-up box from which you can select orientation and adjust margins.
5. Create your table or figure.
6. At the end of the text, table, or graphic insert another Next Page section break (Steps 1-3 above).

Let Word Insert Section Breaks and Set Page Orientation

An existing table or graphic in portrait mode can be converted to landscape orientation with a few mouse clicks.

1. Simply select (i.e., highlight with cursor) everything that you want displayed on the landscape page.
2. Launch the Page Setup pop-up box, and choose the desired page orientation.
3. From the Apply To drop-down list, select Selected Sections (or Selected Text in some versions)
4. Click Okay

The primary problem you might encounter with this method is that you have no idea of where Word inserts the section breaks. To reveal the break, click the Show/Hide button (¶ -- go to Paragraph section on Home tab of Word ribbon).

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