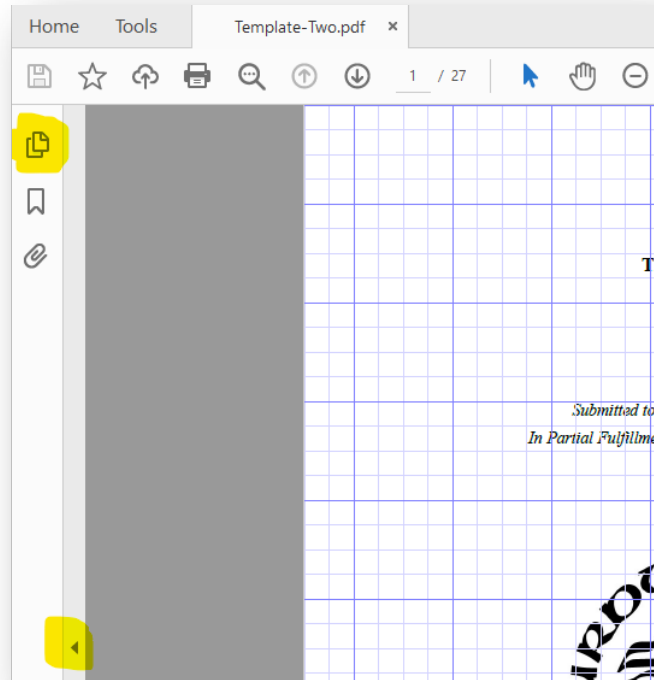


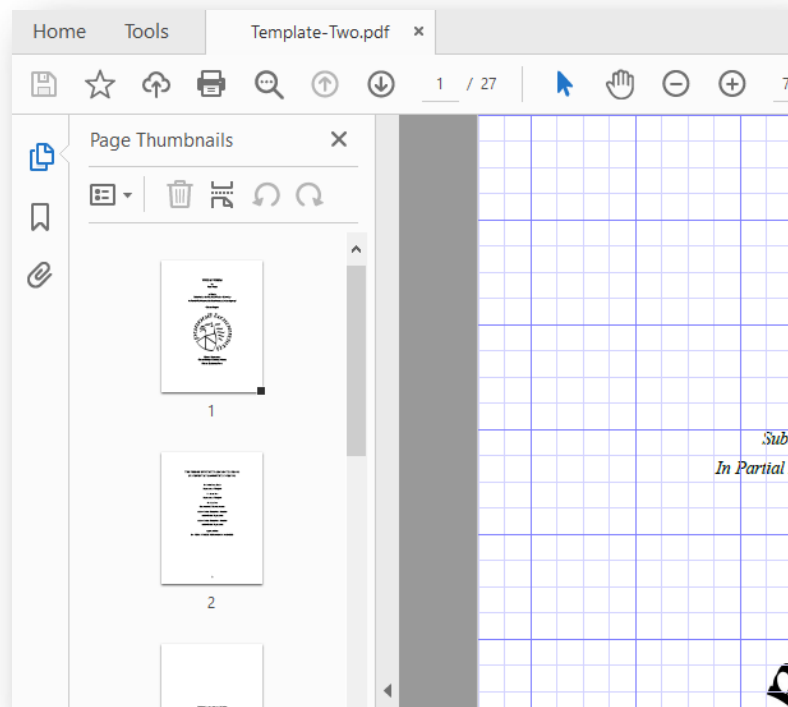
How to change landscape page numbers to proper orientation in PDF rather than in Word

Open the pdf version of your **final-final-final** document which only needs landscape page numbers corrected (confirm with Graduate Office that you are working on a ready-to-deposit copy). While in the pdf, click Ctrl+U to show grid.

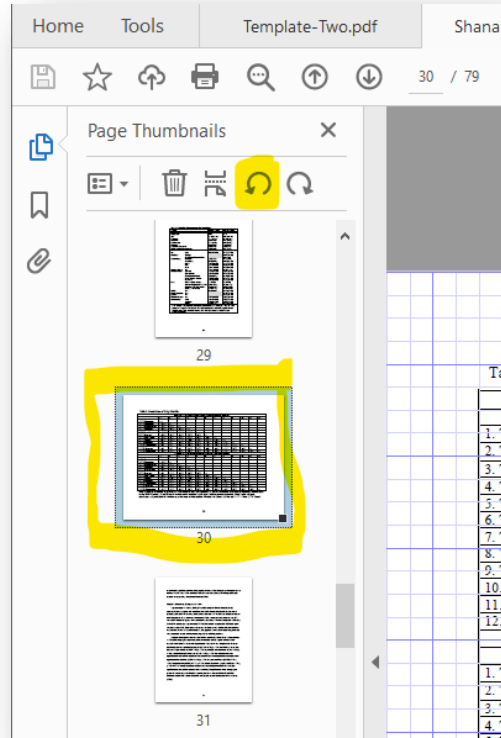
Open the thumbnail view in the left-most part of screen:



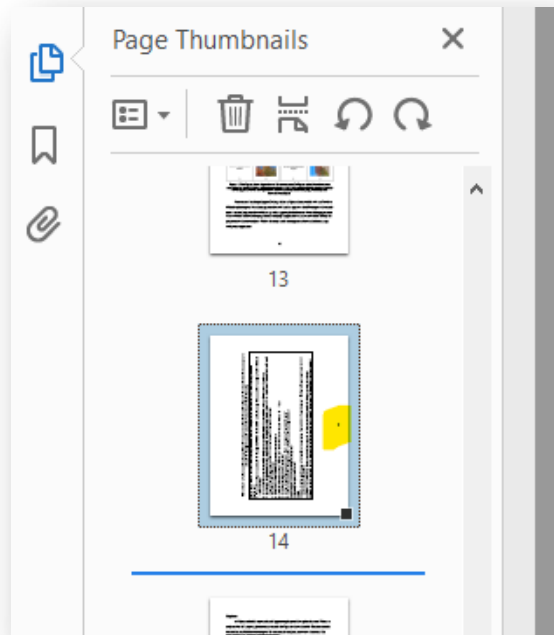
It should look like this:



Navigate (scroll down) through the thumbnails to the first landscape page and click that thumbnail to select the page – you’ll know it is selected by the blue border on the page – and click the counterclockwise arrow to orient the page like the others:



Your thumbnail will look like this:

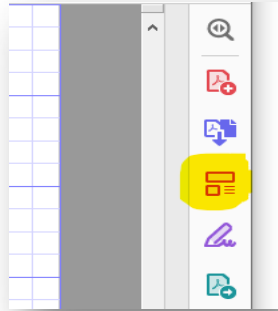


And your page will now look like this:

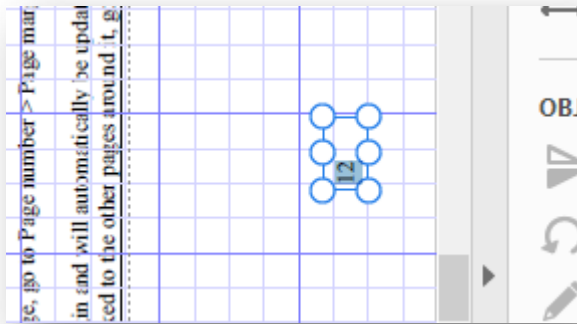
Table 1. How to format a landscape page. Since this table is the only content on this page and does not take up the entire page, it is centered on the page vertically to make the format more visually appealing

Follow these steps to save the landscape page number in the left margin to your machine for easy landscape page number placement:
1. Place a Next Page section break on the page BEFORE the intended landscape page and also on the last page of your intended landscape page.
2. Place your cursor on the intended landscape page and using the Layout ribbon, choose Orientation > Landscape.
3. Next, open the header on the new landscape page. Using the Design ribbon, choose 'Link to previous' in both the header and footer of the landscape page and the first portrait page after the landscape page.
4. Open the header on this page.
5. Select the text box that the page number is currently in.
6. In the Ribbon above enter "Watermark" in the "Tell me what you want to do....." bar
7. Press the carrot next to 'Watermark'.
8. At the bottom of the pop out, choose 'Save selection to Watermark Gallery'.
9. In the new pop-out box, change the name to Purdue Landscape page number.
10. Change gallery to 'Page numbers (margins)'.
11. Change category to 'General'.
12. OK
13. Now, with the header open on the landscape page, go to Page number > Page margins > Purdue landscape page (or whatever name you saved it under).
14. This will place the page number in the left margin and will automatically be updated if this page number changes.
15. Now, with the page numbers on this page unlinked to the other pages around it, go to the footer and delete the page number.

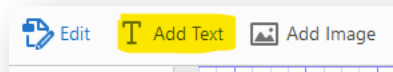
Select "Edit PDF" from the right tool bar:



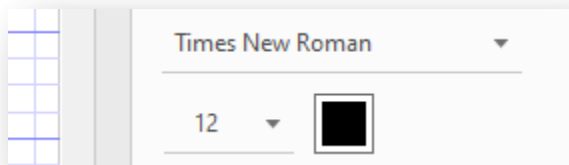
And select the page number on the right side with a double-click to select it and delete:



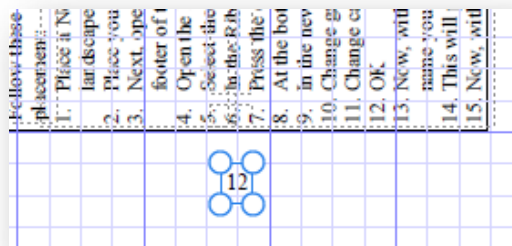
Then choose "Add Text" from the top menu



Select Times New Roman Font 12 pt in the right menu box:



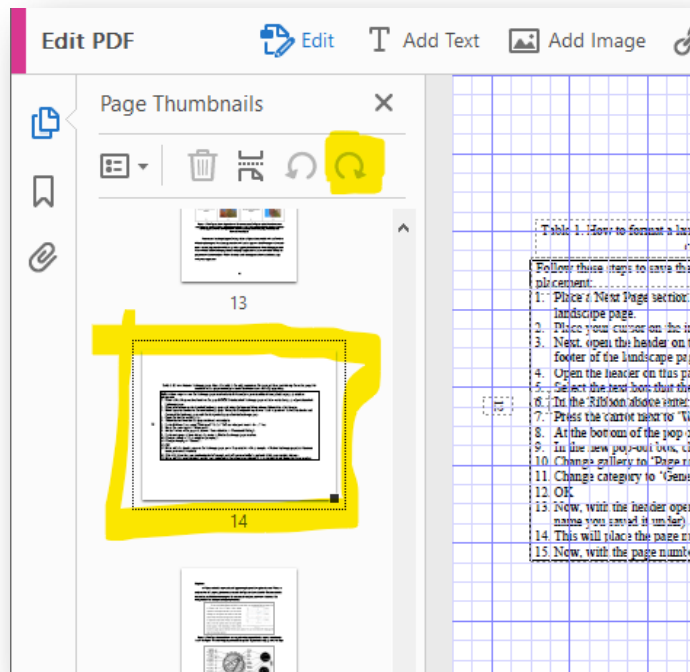
Choose a spot in the center half an inch from the bottom to add the page number (making sure to place the cursor in the same spot of subsequent pages using the gridlines as a ruler):



Your finished page should look like this:

- Table 1. How to format a landscape page. Since this table is the only content on this page and does not take up the entire page, it is centered on the page vertically to make the form a more visually appealing placement.
- Follow these steps to save the landscape page number in the left margin to your machine for easy landscape page number placement:
1. Place a Next Page section break on the page BEFORE the inside landscape page and also on the last page of your intended landscape page.
 2. Place your cursor on the inside landscape page and using the Layout ribbon, choose Orientation > Landscape.
 3. Next, open the header on the new landscape page. Using the Design ribbon, choose Link to previous in both the header and footer of the landscape page and the first portrait page after the landscape page.
 4. Open the header on this page.
 5. Select the text box that the page number is currently in.
 6. In the Ribbon above, enter "Watermark" in the "Tell me what you want to do" bar.
 7. Press the arrow next to "Watermark".
 8. At the bottom of the pop up, choose "Save selection to Watermark Gallery".
 9. In the new pop-out box, change the name to Purdue Landscape page number.
 10. Change gallery to "Page numbers (margin)".
 11. Change category to "General".
 12. OK.
 13. Now, with the header open on the landscape page, go to Page number > Page margins > Purdue landscape page (or whatever name you saved it under).
 14. This will place the page number in the left margin and will automatically be updated if the page number changes.
 15. Now, with the page numbers on this page unlinked to the other pages around it, go to the footer and delete the page number.

Make sure to go back and re-orient your page when you are finished:



Continue through This process for every landscape page in your document.

Save your final copy and use that version to upload to HammerRR and ScholarWorks.

PLEASE MAKE SURE YOU NEED NO OTHER EDITS PRIOR TO DOING THIS PROCESS, AS YOU WILL HAVE TO DO IT ALL OVER IF YOU NEED TO MAKE ANY EDITS TO YOUR WORD DOCUMENT IN ORDER TO DEPOSIT.

The Purdue Graduate Recorder is more than happy to review your document a final time prior to changing page numbers.