

Table 1.1. 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.