To insert a landscape page into your thesis:

1. Turn on the Show/Hide feature (click the icon from your standard toolbar that looks like a paragraph marker) so that you can see section break markers.
2. SELECT: (a) the section break before the landscape page you want (at the end of either p.1 or 3 from this file), (b) the landscape page itself plus the section break following (either pages 2 or 4), and (c) the first word on the portrait page following the landscape page (pages 3 or 5).
3. COPY
4. PASTE into your manuscript where you need it. This file is part of the template; therefore, you may use the simple cut and paste procedure (vs. paste special).
5. The page after the landscape should continue page numbering from the previous section. However, if it does not OR if it restarts at “1”, put your cursor on that page and click to position it there, go to INSERT/Page Numbers, make sure the position is set to “top of page (header)”, click the FORMAT button in the bottom left corner, and select “continue from previous section” in the “page numbering” section. Click OK.

On this page, we have changed the margin and page number settings BACK to the normal layout.

**THIS IS A SAMPLE OF A LANDSCAPE PAGE WITH MINIMAL MARGINS. INSERT YOUR OVERSIZED, LANDSCAPED TABLE OR FIGURE ON THIS TYPE OF PAGE.**

On this page, we have changed the margin and page number settings BACK to the normal layout.