

Working with landscape floats in Microsoft word

Often a table or figure will fit on the page only if it's turned sideways (landscape). If a page of your document is formatted with landscape orientation, the header and footer of the page will also be formatted with landscape orientation.

But for World Scientific papers, we want a portrait header and footer in your landscape section. So the question arises: How do I get my tables or figures printed in landscape orientation and still have a portrait page number?

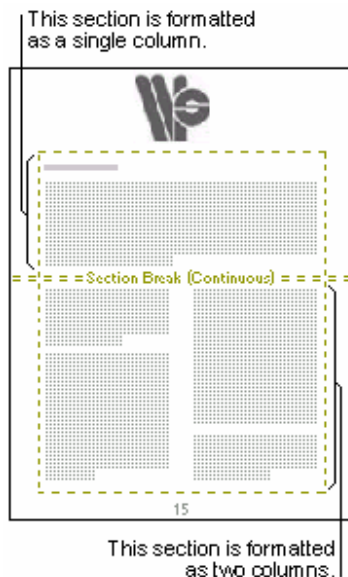
The solution to this problem depends on the version of Word you have. Step-by-step instructions are provided in the following sections. We begin with instructions for inserting a landscape section.

- Introduction to Sections and Section Breaks
- Inserting a landscape page into a portrait document
- Putting a portrait header or footer on a landscape page

Introduction to Sections and Section Breaks

What are sections and section breaks?

You can use sections to vary the layout of a document within a page or between pages. Just insert section breaks to divide the document into sections, and then format each section the way you want. For example, format a section as a single column for the introduction of an article, and then format the following section as two columns for the article's body text.

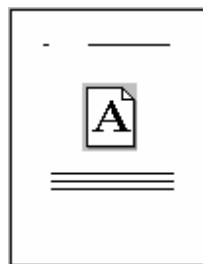


Types of formats you can set for sections

You can change the following section formats: margins, paper size or **orientation**, paper source for a printer, page borders, vertical alignment, headers and footers, columns, page numbering, line numbering, and footnotes and endnotes.

Section breaks will be more usefull when you are working with landscape floats. For example, a landscape page with landscape float can be inserted in between the two portrait pages with the help of **Section breaks – Next page**.

e.g.



Inserting a landscape page into a portrait document

1. Click the Show All button (¶) on the Standard toolbar so that you can see nonprinting characters.
2. Choose **View|Normal**.
3. Position the cursor where you want the landscape page to start.
4. Choose **Insert|Break|Next Page** and click OK.
5. Press **Enter** to create a new paragraph mark.
6. Again choose **Insert|Break|Next Page** and click OK.
7. Without disturbing the cursor, choose **View|Header and Footer**.
8. On the Header and Footer toolbar, click **Page Setup**. On the Layout tab, clear the check box for Different First Page (if it is checked), then click **OK**.
9. On the Header and Footer toolbar, click **Same as Previous** so that the button appears **off (not depressed)**.



Same as Previous

If your page number is in the footer, click Switch Between Header and Footer, and turn off **Same as Previous** there as well.

10. On the Header and Footer toolbar, click **Close** to return to the main body of the document.
11. Position the cursor between the two section breaks entered in Steps 4-6.
12. Without disturbing the cursor, choose **View|Header and Footer**.
13. On the Header and Footer toolbar, click **Page Setup**. On the Layout tab, clear the check box for Different First Page (if it is checked). Then click the Paper Size tab and select Landscape Orientation, making sure that "This section" is showing in the "Apply to" box. Click **OK**.
14. On the Header and Footer toolbar, click **Same as Previous** until the button appears **off (not depressed)**. Do the same for the Footer as needed.
15. Now change this section to single column, **Format|Columns**, select **One** under **Presets**. Click **OK**.
16. Place desired table/figure on the landscape page, in between the two **Section Break (Continuous)**.
17. You have now successfully inserted a landscape section and unlinked its header and footer from those in the portrait sections preceding and following. If you are content to have a landscape header or footer, you can edit the existing header/footer to match the width of the landscape page. But World Scientific style is to have a portrait header/footer, so please read on.

Note: If you have already inserted the content you want to be in landscape orientation, select all of it, go to **File|Page Setup**, and select Landscape Orientation for "Selected text." Word will take care of inserting the necessary section breaks. If you have headers/footers, you will still need to go through the steps required to unlink them from surrounding sections.

Even if you **haven't** already inserted the content you want to be in landscape orientation, you can still use this shortcut. Create a blank paragraph by pressing **Enter**; select the paragraph mark, and then go to **File|Page Setup** and select Landscape Orientation for "Selected text," so allowing Word to insert the section breaks for you; before unlinking the headers and footers of both the landscape section and the following section. This is the best and easiest method to use if you are a seasoned Word user; but the steps outlined above are probably better if you're not.

Putting a portrait header or footer on a landscape page

Three ways of doing this are

- 1 Using a text box (Word 97/2000/2002)
- 2 Using a table in a frame (Word 97/2000/2002)
- 3 Using a table with Text Wrapping (Word 2000 and 2002)

1 Using a text box (Word 97/2000/2002)

This is simpler to set up than using a **table in a frame**; but unfortunately, certain fields do not work in text boxes – most problematically, the StyleRef field doesn't. If you want to use a StyleRef (or any sort of cross-reference) field, then you will need to use a **table in a frame** rather than a text box.

Here is the procedure for using a text box:

1. Review steps **7–14** in the section on **Inserting a landscape page**, as needed for instructions on unlinking the header and footer of the landscape section from the portrait sections preceding and following. **It is very important that you do this before proceeding any further.**
2. Delete the material in the header or footer; or cut it to the Clipboard for reuse in Step 5.
3. With the cursor positioned in the empty header, draw a text box, using the Text Box tool on the **Drawing** toolbar:



(or select **Insert | Text Box**).

Size and position the text box as desired. You can put the text box anywhere on the page and it will still be treated as part of the header or footer. For a header, you want the text box to be in the right margin of the page; for a footer, it should be in the left margin.

Remove the border from the text box, if desired, by right-clicking its border and choosing **Format | Text Box** and then choosing "Line Color": "No Line" on the "Colors and Lines" tab.

4. With the cursor in the text box, choose **Format | Text Direction** (or use the Text Direction button on the Text Box toolbar), choose the desired text direction, and click **OK**.
5. Enter desired text in the text box, using the buttons on the Header and Footer toolbar if needed. Or paste the contents of the Clipboard into the text box (see Step 2). Set up your tabs, if needed, by using the built-in Header and Footer styles (select **Format + Tabs** if you need to adjust them; you can't use the ruler, obviously).
6. Repeat Steps 2-5 (if needed) for the footer.
7. On the Header and Footer toolbar, click Close to return to the main body of the document; or you can double-click in the main body of the document to return to it.
8. Choose **View | Page Layout** to return to page layout view.

Note: When using this method, it is very important to have both header and footer unlinked from both preceding and following sections. Depending on the placement of your text box, Word may spontaneously decide to anchor it to the header instead of the footer (where you created it) or vice versa; if the header or footer isn't unlinked from those of the surrounding sections, the text box will appear throughout the document.

2 Using a table in a frame (Word 97/2000/2002)

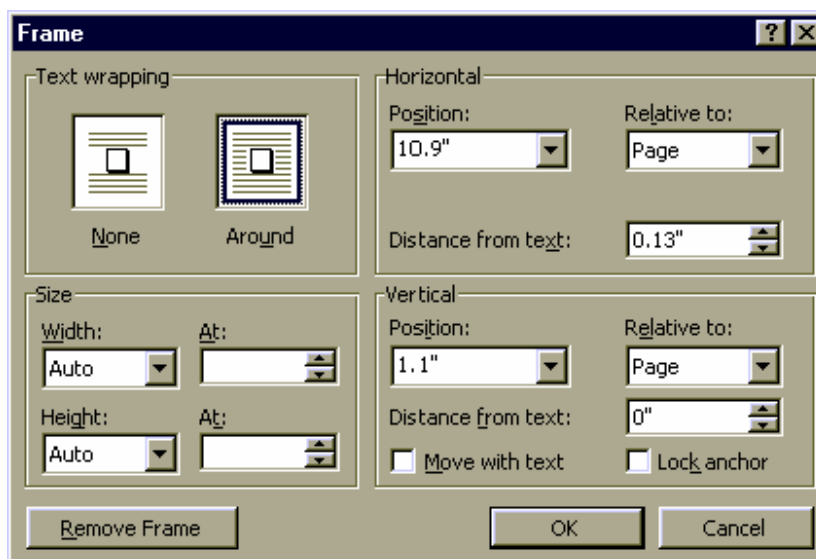
1. Review steps **7–14** in the section on **Inserting a landscape page**, for instructions on unlinking the header and footer of the landscape section from the portrait sections preceding and following. **It is very important that you do this before proceeding any further.**
2. Delete the material in the header or footer; or cut it to the Clipboard for reuse in Step 11.

3. With the cursor positioned in the empty header, insert a one-row, one-column table using the Insert Table button on the Standard toolbar (or use Insert | Table). Let it be the default size. Remove the border.
4. Select the table. Set the column width to, say, half an inch (1.27cm), and decrease the space between columns to 0 (in Word 2000, you have to go to **Table|Properties|Options**, and set both the "Left" and "Right" measurements to 0).
5. With the table still selected, insert a frame using the **Insert Frame** button on the Forms toolbar.



6. Drag the frame into the left margin (for the footer) or the right margin (for the header), and position it so that the top of the frame lines up exactly with the top margin of the page. You can get much better control by holding the Alt key down while you drag.

Alternatively, you can select **Format|Frame**, or right-click on the frame border and select Format Frame. Set the Horizontal position to say 0.5" (1.27cm) relative to Page, for the footer, or around 10.5" (27 cm) for the header. (If the Horizontal position box says "Left", you will need to overtype the word with the measurement you want). Set the Vertical position to be exactly equal to the top margin of the page (by default, 1", or 2.54 cm). Using drag and drop is probably easier, though.



7. Select the table; and, holding the Alt key down, drag the bottom of the table down so that it lines up exactly with the bottom margin of the page. Alternatively, format the cell height to Exactly the distance between your top and bottom page margins.
8. If you need additional cells, (because your header or footer is normally in a table, so that you can have wordwrap), click in the table and select Table | Split Cells; and choose 1 column and either 2 or 3 rows, as appropriate (this maintains your row height, whereas inserting rows does not).

Then fine-tune the relative heights (pseudo "widths") of the rows by dragging the cell borders.

9. Change the text direction (**Format|Text Direction**)
10. Apply styles as appropriate. If one cell, use the built-in Header or Footer styles (which will automatically give you any tabstops you need). If two or three cells, use the styles that you use in your "ordinary" headers.

11. Enter the desired text in the table, using the buttons on the Header and Footer toolbar if needed. Or paste the contents of the Clipboard into the table (see Step 2). Set up your tabs, if needed, by using the built-in Header and Footer styles (select **Format|Tabs** if you need to adjust them; you can't use the ruler, obviously).

3 Using a table with Text Wrapping (Word 2000 and 2002)

A text wrapped table in Word 2000+ is actually a table in an invisible frame. So you can use the same steps as those described in **2**, except that instead of inserting a frame, you can go to **Table|Properties**, and set the "Text Wrapping" to "Around". Then click on the "Positioning" button, (instead of using Format | Frame) to set the Horizontal and Vertical positions relative to the Page.

The advantage of this method is that it's slightly easier to set up. The disadvantage is that, because the frame is invisible, it's much less obvious what's going on, and if other people ever have to maintain your document in the future, they are therefore more likely to run into problems. So on balance, we would normally recommend using visible frames rather than text wrapped tables.