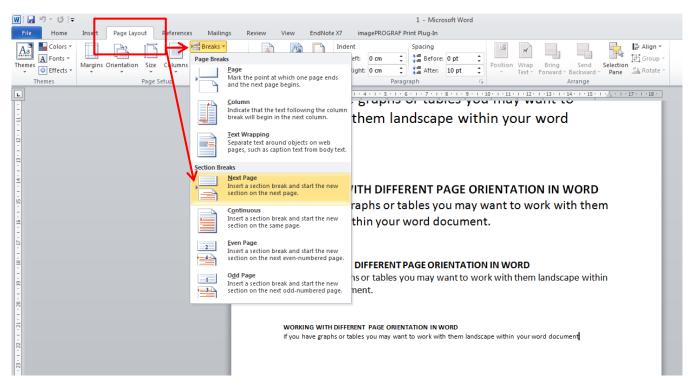
DIFFERENT PAGE ORIENTATIONS IN WORD

To work with different page orientations in word you need to insert section breaks. For this example we're working with a 7 page portrait document where page 3 is required to be landscape. Place the cursor at the end of the wording on the page 2, select the Page Layout tab. Click on the down arrow at Breaks and scroll down to Next Page.



Change the current page you are on to Landscape – click on the Page Layout tab, click on the down arrow at Orientation and choose Landscape.

W J ♥ ♥ ♥ File Home Ins.pt Page Layout R ferences Mailings Review	1 - Microsoft Word View EndNote X7 imagePROGRAF Print Plug-In	22 Ta
Themes Page	k Page Page Color > Border Biskdpround Paragraph → Text > Forward > Backward > Paragraph → Text > Forward > Backward > Paragraph → Text > Forward > Forwar	
Portrad	Version 2 - 13 - 14 - 15 - 2 - 17 - 14 - 19 - 18 - 12 - 19 - 14 - 15 - 2 - 19 - 18 - 1 Tanoscape within your word document.	© ▲
	If you have graphs or tables you may want to work with them landscape within your word document.	
	WORKING WITH DIFFERENT PAGE ORIENTATION IN WORD If you have graphs or tables you may want to work with them landscape within your word document	
		*
Page: 3 of 7 Words: 625 爻		□ □ □ □ □ • • □ □ □ • • • • □ □ • • • • • • • • • • • •

Place the cursor at the end of the wording on your landscape page, select the Page Layout tab. Click on the down arrow at Breaks and scroll down to Next Page.

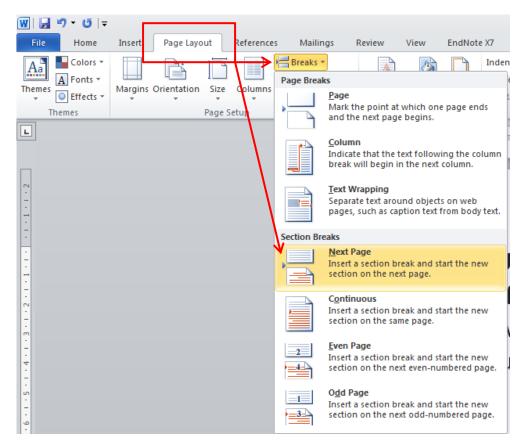
W J ヴ・び =			1 - Micro	soft Word				- @ X
File Home Intert Page Layout References		۵ 🕜						
Themes Beffects - Margins Orientation Size Columns Themes Page Setup	Breaks Page Breaks Page Mark the point a and the next page	t which one page ends	nt Spacing eft: 0 cm light: 0 cm Paragraph		p Bring Send Sel	E Align ▼ 田 Group マ ection A Rotate マ		
L	break will begin	text following the column in the next column.	• 8 • 1 • 9 • 1 • 10 • 1 • 11 • 1 • 12	13 14 15 16 .	1 • 17 • 1 • 18 • 1 • 19 • 1 • 20 •	1 · 21 · 1 · 22 · 1 · 23 · 1 · 24 · 1/23	25 • 1 • 26 • 1 • 27	
N	pages, such as c	und objects on web aption text from body text.						
	Section Breaks							
		preak and start the new ext page.	Tuesday Sales	Wednesday Sales	Thursday Sales	Friday Sales		
-	Continuous Insert a section b section on the sa	preak and start the new me page.	1201	1905	1756	985		
- 	<u>Even Page</u> Insert a section t	preak and start the new	1092	1608	2015	1010		
- - -	section on the n	ext even-numbered page.	1201	1905	1756	985		
- - -	Odd Page Insert a section b section on the n	preak and start the new ext odd-numbered page.	1092	1608	2015	1010		
- •			Closed	Closed	Closed	Closed		
	9 th January 2017	605	1092	1608	2015	1010		
	16 th January	1023	1201	1905	1756	985		
- - - -	Latest sales figures							
- -								v
								×
Page: 3 of 10 Words: 695 🧭							🔲 RØ 🗟 🔅 🗮 100% 🔾	
📀 📋 📀 💽 🏉							🐱 🥶 🛜 💟 🌗 🗔 🕸) 16:43 17/02/2017

To make your next page portrait click on the Page Layout tab, click on the down arrow at Orientation and choose Portrait.

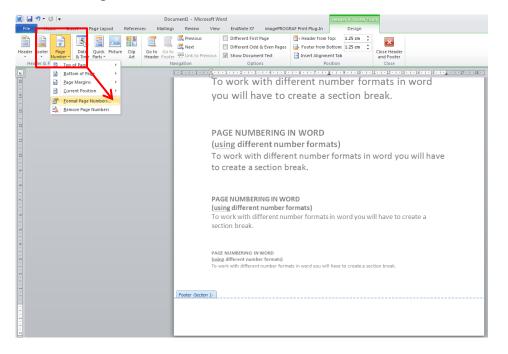
W 글 비 구 전 구 File Home In <mark>ert Page Layout</mark>	eferences Mailings Review	View EndNote X7 ir	1 - Micros	soft Word			c	23 °B =
Themes	Columns batter to the second s	indent ink Page Page Color + Borders ge Background	O cm ‡≣ Before:	Position Wrap	D Bring Send Sele Forward - Backward - Pa Arrange	tion Align - Group - Rotate -		
L Portrait	1	4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 8	9 10 11 12 .	1 - 13 - 1 - 14 - 1 - 15 - 1 - 16 -	1 • 17 • 1 • 18 • 1 • 19 • 1 • 20 • 1	21 · · · 22 · · · 23 · · · 24 · 1/2 25 ·	1 + 26 + 1 + 27	5
Land	2 nd January 2017	Closed	Closed	Closed	Closed	Closed		^
	9 th January 2017	605	1092	1608	2015	1010		
	16 th January	1023	1201	1905	1756	985		
	Latest sales figures							
								=
~							_	
-								-
-	I							± 0 ¥
Page: 4 of 11 Words: 695 🥩							□ □ □ □ = 100%	-0+
🚯 📋 🔕 🙆) 🔯 🚾						o: 🛐 V 🌗 🛄 🚸	12:00 20/02/2017

PAGE NUMBERING IN WORD USING DIFFERENT NUMBER FORMATS

To work with different number formats within Word you should create a section break. Place your cursor at the start of the section you would like to appear on the next page for using a different number format. Click onto the Page Layout tab then onto the down arrow at Breaks and scroll down to Next Page.



Go back to the page you would like the first set of numbers to start – double click anywhere on the bottom of the page to get the page footer. Click on the down arrow at Page Number and scroll down to Format Page Numbers.



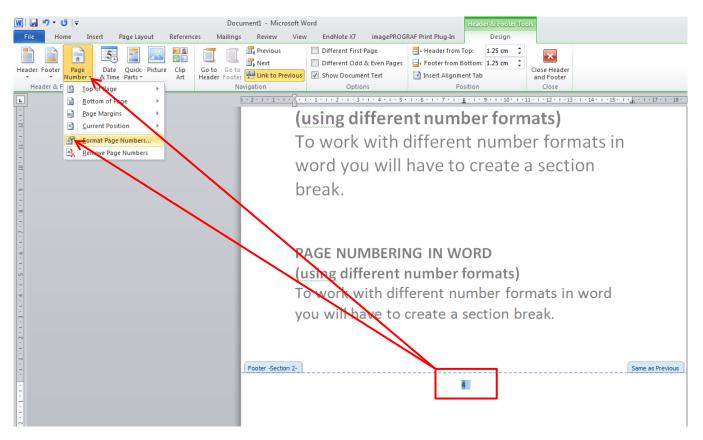
Choose the number format you require from the drop down arrow and select Continue from previous section then click OK.

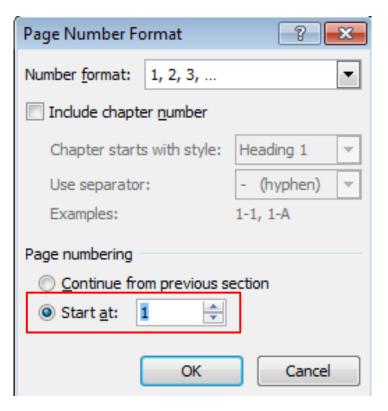
Page Number Format	? <mark>- × -</mark>
Number <u>f</u> ormat: 1, 2, 3,	-
Include chapte 1, 2, 3,	3-,
a, b, c, Chapter starts A, B, C,	
	- (nypnen)
Examples:	1-1, 1-A
Page numbering	
Ontinue from previous s	ection
🔘 Start <u>a</u> t:	
ОК	Cancel

Click back onto the down arrow at Page Number and choose the position the numbers have to be on the page - the first set of number formats will now appear.

W		•7 -	Ŭ ,							Docu	ment1 - Mic	crosoft W	/ord		
	File	H	lome	Inse	rt F	Page Lay	out	Reference	ces N	Aailings	Review	View	,	EndNote X7	imageP
H	*	Foote	r Pa Num			Quick Parts *	Pictur	e Clip Art		Go to Footer				Different First Different Odd Show Docume	& Even Pa nt Text
_	-	ader &			f Page		•			Na	vigation	_		Optio	ns
L L					m of Pa		•	Simple Plain Nur	nhor 1						
1 15			#		Margins		*		iibei 1						≡
- 14 -					nt Posit										
1.				-	-	Number									
1 - 13			₽	Kemo	ve Page	Numbe	rs								
8 - 1 - 9 - 1 - 10 - 1 - 11 - 1 - 12 -								Plain Nur					lain P Numl accer	fumber 2 ber with no for its	matting o
-															
5								Page X							
1 - 2 - 1 - 9 - 1								Accent Ba	ar 1 ilPage						
4								Accent Ba	ar 2						
1 - 2 - 1 - 3 - 1									_					i Page	

Scroll to the next section your numbers have to start – for this example I had chosen the first 3 pages to have roman numerals and the rest numbered from number 1 onwards. You will notice that page 4 is numbered as page 4 but you want to change this to start from page 1. Highlight the page number within the page footer, click onto the down arrow at Page Number and scroll down to Format Page Numbers.

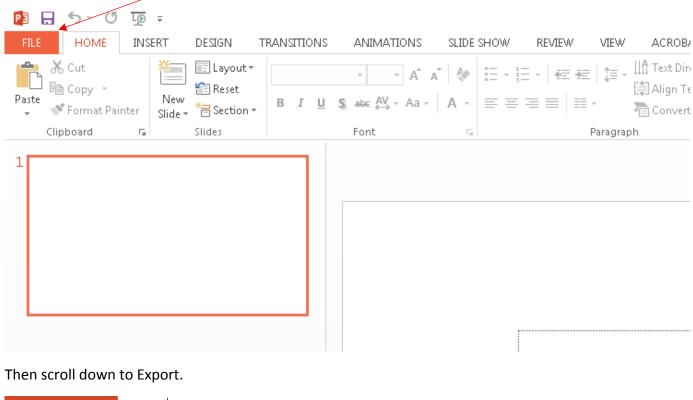




Choose the number format required and click onto Start at: and enter the number 1 then click OK.

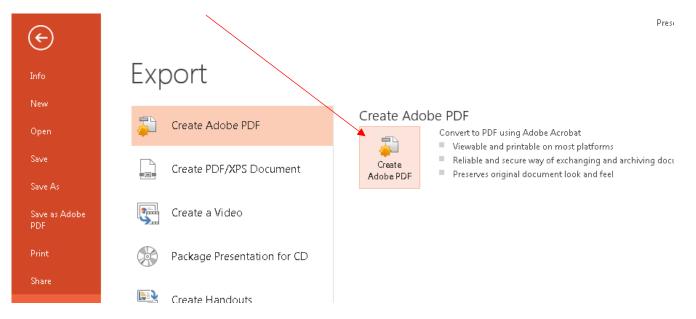
SAVING A POWERPOINT FILE AS A PDF

Click onto the file tab.



\bigotimes			
Info	0	pen	
New			
Open		Recent Presentations	Re
Save		OneDrive	
Save As			F
Save as Adobe PDF] Computer	
Print	+	Add a Place	
Share			
Export			
Close			
			l.
Account			
Options			

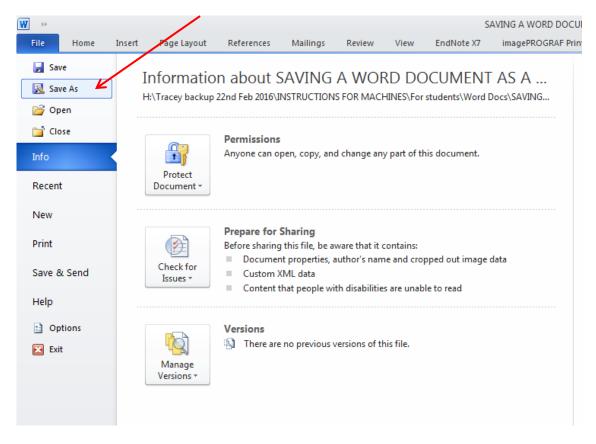
Click onto Create Adobe PDF.



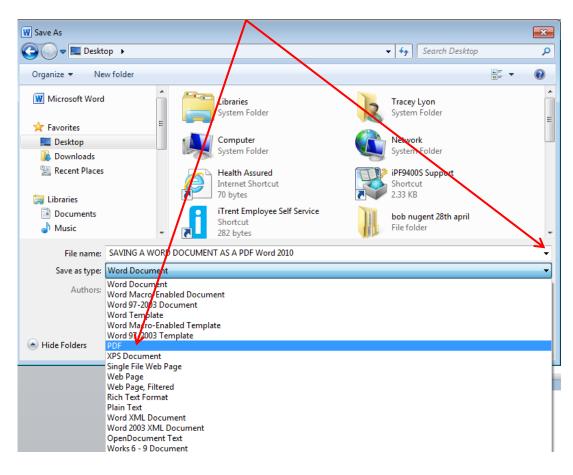
You will then be prompted to save your document.

SAVING A WORD DOCUMENT AS A PDF (Word 2010)

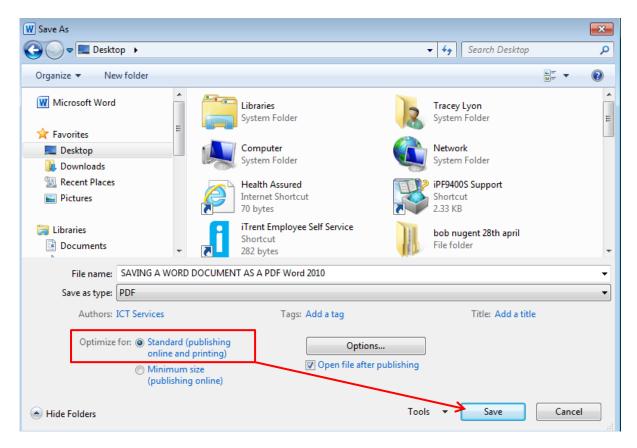
Click onto file and scroll down to Save As.



Choose where you want to save this (USB or desktop) then click on the down arrow and scroll down to PDF.



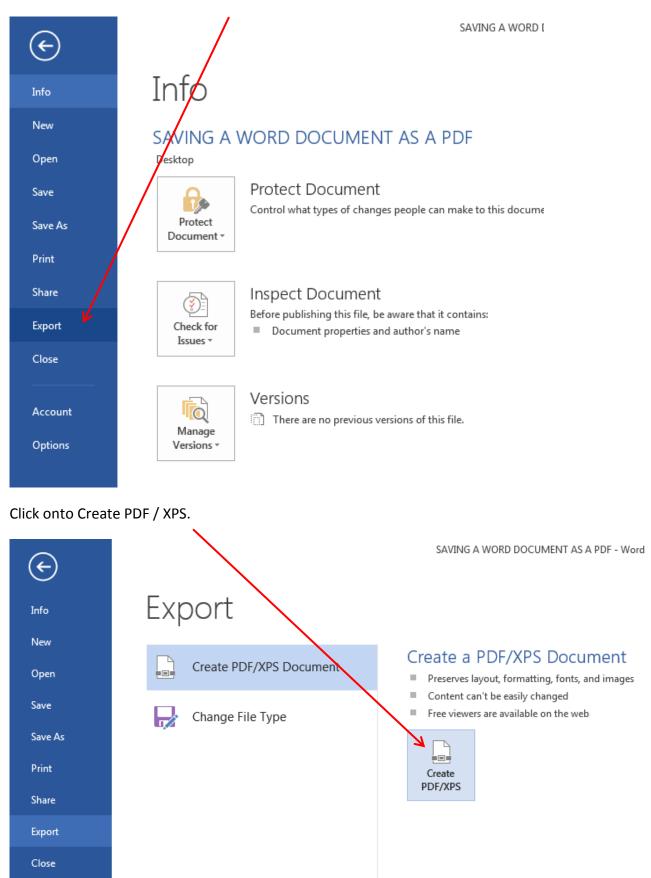
Make sure Standard (publishing online and printing) is selected then click onto Save to save your word document to a PDF.



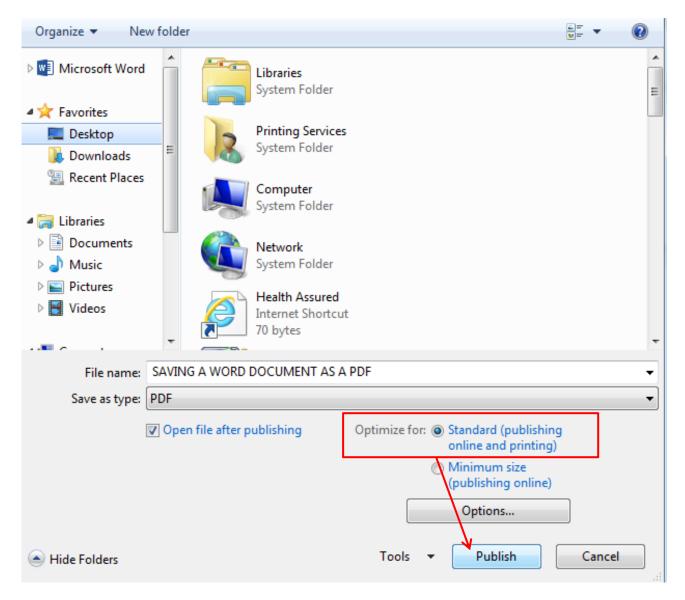
Please check your layout is correct within your pdf before emailing to Printing Services.

SAVING A WORD DOCUMENT AS A PDF (Word 2013)

Click onto file and scroll down to Export.



Choose where you want to save your document (USB or desktop), make sure you have selected Standard (publishing online and printing) then click onto Publish to save your word document as a pdf.



Please check your layout is correct within your pdf before emailing to Printing Services.

USING PAGE BREAKS IN WORD

When formatting your document you should use page breaks to prevent paragraphs splitting over two pages. The quickest way to enter a page break is to position the cursor at the start of the line you want on a new page – hold down the Ctrl key on your keyboard then hit the return key.

When checking through your document you may want to switch on the paragraph/marks symbol as shown below - this will let you see at a glance that you have inserted page breaks in the correct places.

To delete a page break highlight the page break as shown below and hit delete key on the keyboard.

