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

Open the pdf version of your **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:



	ice this table is the culy content on this page and does not take up the entire page, it is age vertically to make the format more visually appealing	number in the left margin to your machine for easy landscape page number	se BEFORE the intended landscape page and also on the last page of your intended	e page and using the Layout ribbor, choose Orientation > Landscape.	the page. Using the Design ribbon, choose 'Link to previous' in both the header and ortrait nage after the landscape bage.		currently in, the "Tell me what you want to do" bar		selection to Watermark Gallery.	o Purdue Landscape page number.			e page, go to Page number > Page margins > Purdue landscape rage (or whatever	more in and trill attendingly. In undered if this wave muches observes	intargui and with automizated by the updated in this page function changes.		
I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I	Table 1. How to format a landscape page. Sinc	Follow these steps to save the landscape page n placement:	1. Place a Next Page section break on the page	 an ascape page. Place your cursor on the intended landscape 	Next, open the header on the new landscape footer of the landscape page and the first po	4. Open the header on this page.	 Select the text box that the page number is to 6. In the Ribbon above enter "Watermark" in t 	7. Press the carrot next to 'Watermark'.	8. At the bottom of the pop out, choose 'Save	9. In the new pop-out box, change the name to	 Change gallery to 'Fage numbers (margins) Change category to 'General'. 	12 OK	13. Now, with the header open on the landscape	name you saved it under). 14 This will also the none mucher in the laft :	15. Now, with the page numbers on this page u		



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):



 Table 1. How to format a landscape page. Since this table is the only content on this page and centered on the page vertically to make the formult more visually a centered on the page vertically to make the formult more visually. Feldow these keeps to serve the landscape page. Since this table is the formult more visually a centered on the page and more visually a margin to your standand for each more the landscape page. Since this table is the formult more visually a more visual to the location break on the page base table table spect page. Feldow these keeps to serve the landscape page another is the location by the horizon of the landscape page and the landscape page. Nice: your the horizon on the investigation page list the landscape page. Fince your the base of the market page multiple is currently in the landscape page. A core the landscape page and the finit page. A core the landscape page and the finit page. A the boloon obove the diverse region multiple is currently in the landscape page. A the boloon obove the visit the landscape page. A the boloon obve the finit page.<

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

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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.