**FIRST:** Make a backup copy of your thesis files (including this file, before it has been modified).

**SECOND:** Place the LandscapePages.docx file in the same Thesis folder as the UIThesisTemplate.dotx and all other thesis files. Open the thesis file containing the landscape item in order to work on both files simultaneously.

**IMPORTANT NOTE:**
The LandscapePages.docx file already contains Section Breaks and portrait-oriented page numbers. These numbers do not appear within the Header or Footer region of the landscape-oriented page. Do not insert a page number into the Header/Footer region of the landscape page since the page number already exists.

To put a landscape page in your thesis:

Highlight the bold text below along with everything in between the lines of bold text.

Choose Copy.

Switch to your Thesis and place your cursor at the beginning of where you want the landscape page.

Choose Paste.

Type, copy or move your text that you want landscape to the Landscape page.

Delete the extra text of these instructions.

**Select from this line (including this text) to the line on the 3rd page.**

**Note:** This page should be portrait when you are done.

Place the landscape item here (by typing, inserting, or using copy/paste). Using the thesis styles located on the Add-ins Tab, above the Ribbon; use the Insert Caption button to insert the caption number and descriptive text. For captions that have already been inserted using the Insert Caption button, use the Caption style button to retain the proper formatting after placing it in this file. Use the Figure Image Para style for formatting a figure or the Table Para style for formatting a table. **NOTE:** This page should be landscape when you are done. Delete the purple text of this paragraph when done.

**Note:** This page should be portrait when you are done. **Include this line in your Copy - DELETE this line when you are done.**

\*\*\* Delete any purple text when you are done - best if done one line at a time so you don’t delete any of the Section Breaks (Next Page) and their formatted page numbers.