2017 Word for Mac Landscape Page Number Hints

What you may have:

Figure 1. New York City’s Mother/Parent Birth Certificate Worksheet.

What you want:
How to do it:

1. Double-click in the header and turn off “Link to Previous”

2. Repeat for portrait page following landscape page so you don’t change its page number.

3. Delete page number from landscape page.

4. In the “Insert” toolbox, choose Text Box > Vertical Text Box
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5. Hold shift when you draw to create a square box. You will need about .38” to fit the number.

![Diagram of a square box]

6. Type in your page number and ensure the font matches your main text.

![Diagram showing a page number]

7. In the Shape Format toolbox, choose Arrange > Position.

![Shape Format toolbox with Position selected]
8. Select “More Layout Options” and input the exact position for the text box:

![Advanced Layout settings dialog box](image)

NB: these positions may need to be adjusted depending on the size of your text box, which can also be adjusted.

9. Repeat for all landscape pages!