

## Tips for preparing *landscape* charts, images, tables & pages for the Electronic Submission of a Dissertation Including page number & portrait mode requirements

This guide is based on Microsoft Office 2016 & 2013 on Windows and Office 2016 on Mac *prior* to converting the dissertation to a PDF document. All tips are applicable on other versions of Word but may be located or worded differently.

Guidelines prepared by the Graduate Education office are here:

<https://www.albany.edu/graduate/dissertation-thesis-submission.php>

[https://www.albany.edu/graduate/assets/Dissertation\\_DIGITAL\\_Submission\\_Instructions.pdf](https://www.albany.edu/graduate/assets/Dissertation_DIGITAL_Submission_Instructions.pdf)

UMI/ProQuest at the UAlbany digital submission website:

<https://www.etsadmin.com/cgi-bin/main/home?siteId=185>

The final document must:

1. Have a paper size of 8 ½” height by 11” width; landscaped pages are not allowed.  
Content may be landscaped on the page.
2. Have page numbers on the bottom of each page.
3. Have 1 inch margins on all sides.

This guide describes the many ways that wide tables, images, charts, etc. are manipulated to satisfy UMI/ProQuest digital dissertation submission. “Objects” will be used in place of the wording “tables, images, charts, etc.” Most often, the challenges are the placement of the page number on landscape pages and fitting the object on the portrait oriented page within the 1” margins. If one uses a combination of portrait and landscape pages, the page number is not on the bottom of the landscape page when the landscape page is rotated in the final PDF document unless section breaks are introduced and the page number is relocated. See **Landscape pages and Section Breaks: Retaining Page Number Format**, starting on page 3. If the object can be manipulated to fit portrait orientation, review the following.

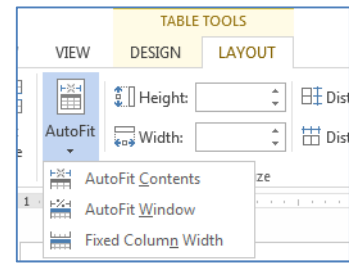
### Images

Images may be rotated and resized to fit on a portrait page. They may be created from PowerPoint slides, Excel spreadsheets and screenshots of charts and tables. When the image is inserted in Word right click on it. Select Wrap Text > Tight. Unselect “Fix position on page” on Windows and unselect “Move with Text” on the Mac. You are now able to freely move the image and text. At the top of the image use the curly arrow to rotate it. Grab and drag a corner to resize and maintain aspect ratio.


## Tables

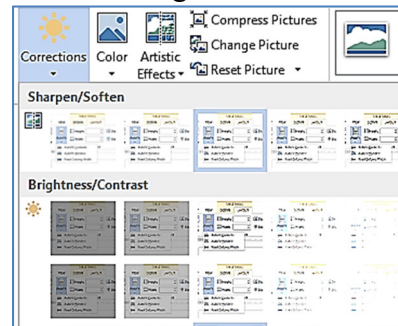
In Word tables cannot be rotated. They may be resized to fit. If AutoFit does not retain 1" margins, read on for more suggestions. Confirm your margins are 1 inch before you begin.

Insert the table and double click on it to display the Table Tools ribbon. Select Layout > AutoFit > AutoFit Contents or etc.



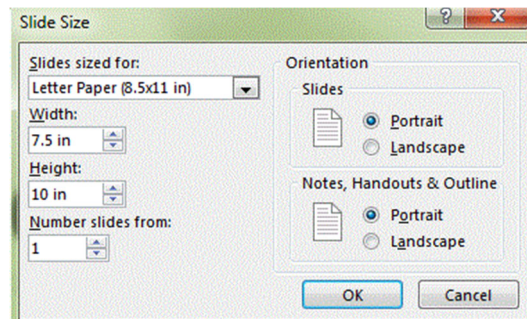
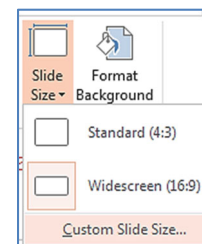
If this does not work well create an image of the table and use the image file instead of the table. Insert the image and rotate it.

1. To create the image on a Mac, use Preview. Open Preview. Select File > Take Screenshot > From Selection...
2. To create the image on Windows, use the Snipping Tool. To find it, click on the Start button, type Snipping Tool, and then select it.  Select New > Rectangular Snip.
3. Select the table and save it as an image file.
4. In the Word document select Insert > Pictures ...
5. Right click on it. Select Wrap Text > Tight. Unselect "Fix position on page" on Windows and unselect "Move with Text" on the Mac. You are now able to freely move the image and text. At the top of the image use the curly arrow to rotate it. Grab and drag a corner to resize and maintain aspect ratio.
6. If the text in the image is a bit blurry, you may need to sharpen it. Use the Corrections tool found on the Picture Format Toolbar. Double Click on the picture if you don't see Corrections.



**PowerPoint Slides:** Sometimes it is easier to create content on a slide and then save the slide as an image file [TIFF is preferable] and then inserted into the Word document.

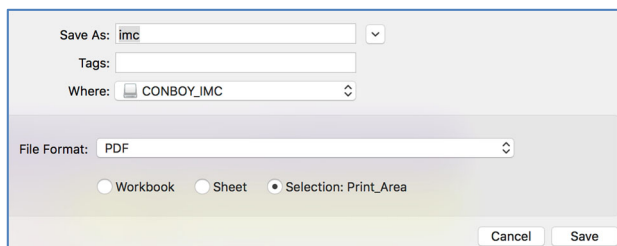
1. Change the dimensions of the slide before you create it. Select Design tab. On the right select Slide Size > Custom Slide Size. On the Mac select Page Setup.
2. See illustration for slide size. Note that the slide does not account for the 1" margins on all sides. You can change this now or resize the image later in Word.
3. After adding content to the slide, select the slide to export it as an image file. On Windows, select File > Save As...tiff Just this slide.....On the Mac select File > Export. Choose TIFF as the file format.



## Excel Spreadsheet

Make column widths as narrow as possible to attempt portrait mode orientation. If this is not successful, follow the steps below. If the spreadsheet does not fit on one page be sure to select “Print Titles” to repeat row and/or column headings on every page to reference what the data represents.

1. If the spreadsheet data fits on one page, highlight the data and select copy. Go to Word and select Paste Special > Picture: TIFF.
2. If the data is more than one page highlight the area to be saved as a pdf. Select the Page Layout tab. Select Print Area > Set Print Area. On Mac select Save As. Select PDF; select Selection: Print Area



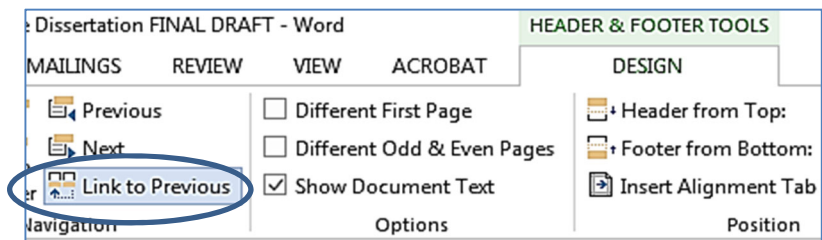
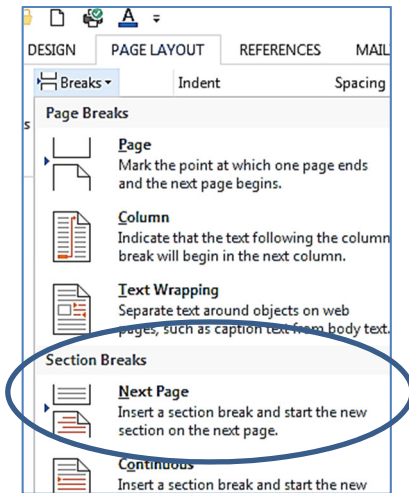
3. On Windows, select File > Print. Select Adobe PDF as the printer. To embed fonts, select Printer Properties. Select the Adobe PDF Settings tab. UNCHECK “Rely on system fonts only; do not use document fonts” Click OK. Select Print. The file is automatically saved and opens in Acrobat.
4. In Acrobat Pro crop the page to save it as an image file. In version X select Tools > Pages > Crop. In Acrobat DC select Tools and search for the Crop tool. Outline the area to crop. Press Enter on the keyboard > OK
5. Select File > Save As or Export To > Image > Tiff. Import the tiff file into the dissertation and manipulate it as necessary.

## Landscape pages and Section Breaks: Retaining Page Number Format

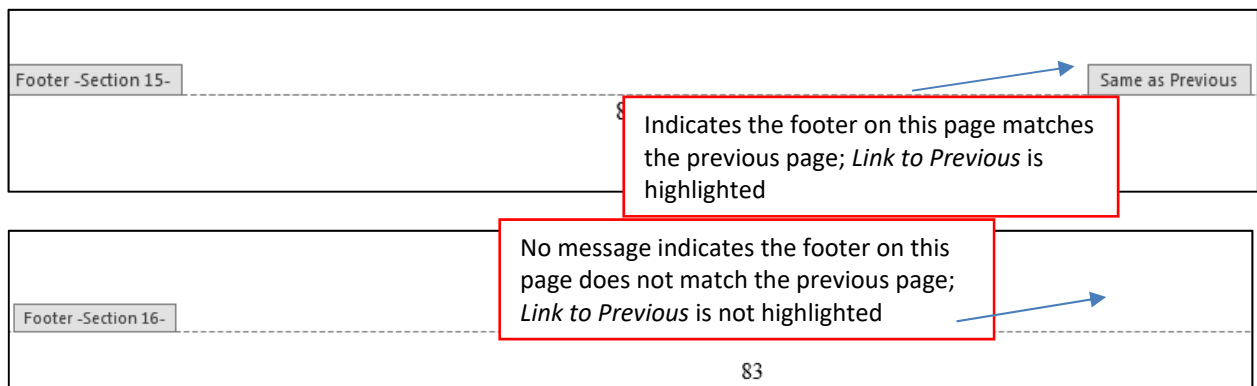
Tables cannot be rotated to sit landscape [sideways] on portrait oriented pages. The page orientation must be landscaped too. However, the final document requires that all pages be portrait mode. The following assumes that a table is wider than 6.5”, but not wider than 9” [accommodating for 1” margins] and it fits landscaped on a page that is oriented. In the final PDF file, landscaped oriented pages must be rotated to portrait mode. This rotation will cause the page number to display on the side not the bottom of page. To correct this and retain the page number on the bottom of the page create document sections and change the location of page numbers on landscaped pages. Instructions are based on the following link, found by Colleen Davis:

[https://www.ndsu.edu/fileadmin/www.its.ndsu.edu/tlc/spongepdfs/Working\\_with\\_Landscape\\_Pages.pdf](https://www.ndsu.edu/fileadmin/www.its.ndsu.edu/tlc/spongepdfs/Working_with_Landscape_Pages.pdf)

1. For all pages requiring landscape orientation, select Layout > Orientation > Landscape
2. Go to the previous page. Click on the space after the last character of the last line of the page [the page before the landscape page].
3. Click on the [Page] Layout tab; select Breaks > Next Page. If the choice is greyed out and unavailable, you may have clicked on the last line of the footnote and not the last line of the body of the document's page. Reposition your cursor and try again. This creates a new page and a section break. Press the Delete key to bring the next page's content back up to the top of the page.
4. Repeat steps 2 and 3 on the landscape page or the last landscape page in a group.
5. Click somewhere in the landscape page or if more than one page in a group, click on the first landscape page. Select the INSERT tab > Footer > Edit Footer.
6. Click on the highlighted Link to Previous icon to unlink this section's Footer from the previous section. This must be repeated for the Header even if there is no content in the Header.

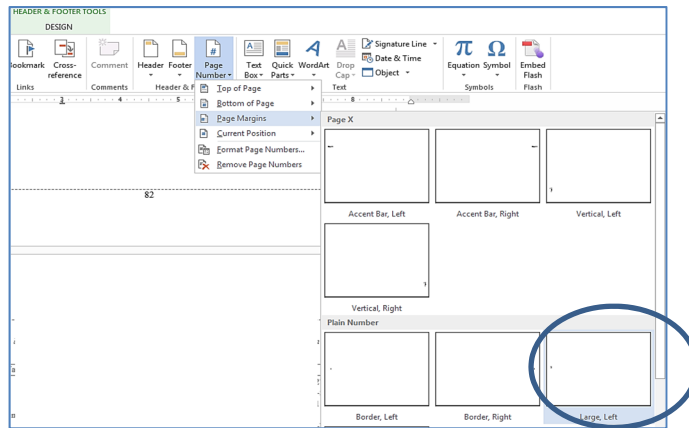


7. Go to the first portrait page following your landscape page and unlink this section's Header and Footer from the previous section's Header and Footer by clicking on the highlighted "Link to Previous". Repeat these steps each time the page orientation changes. The goal is to disconnect the Footers and Headers of the landscape pages from following the format of the portrait pages.



Example of Footer on landscape page following a portrait page and a Footer on a portrait page following a landscape page. Don't forget to do these steps for Header too!

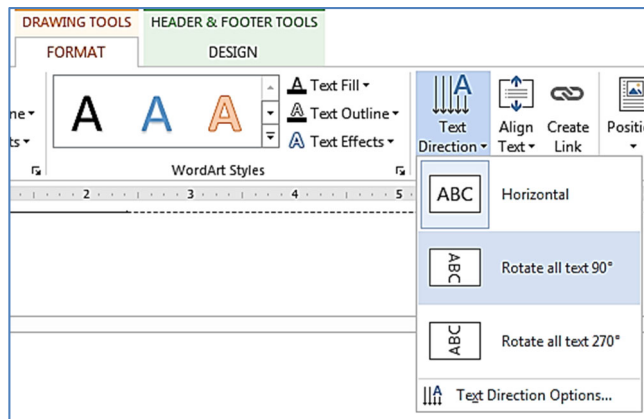
8. Delete the page number from the Footer of the landscape page.
9. On the landscape page, select the Insert tab. Under the Header & Footer group, click on Page Number. Select Page Margins > Large Left.



10. A large number appears in the left margin. Select the number. Apply the appropriate font, font size, style, etc. Center the page number.

TIP: If you have difficulty making changes, double click in the traditional footer area at the bottom of the page and then go to the page number on the left side.

11. Click on the Drawing Tools tab. Click on Text Direction > Rotate all text 90°



Save the Word version of the dissertation and follow the steps to create the embedded PDF file for ProQuest submission. Before uploading to ProQuest, in Adobe Acrobat, all landscape pages must be rotated to portrait mode [rotate page counterclockwise 90 degrees]. The page number will correctly display on the bottom of the page. Save and upload!