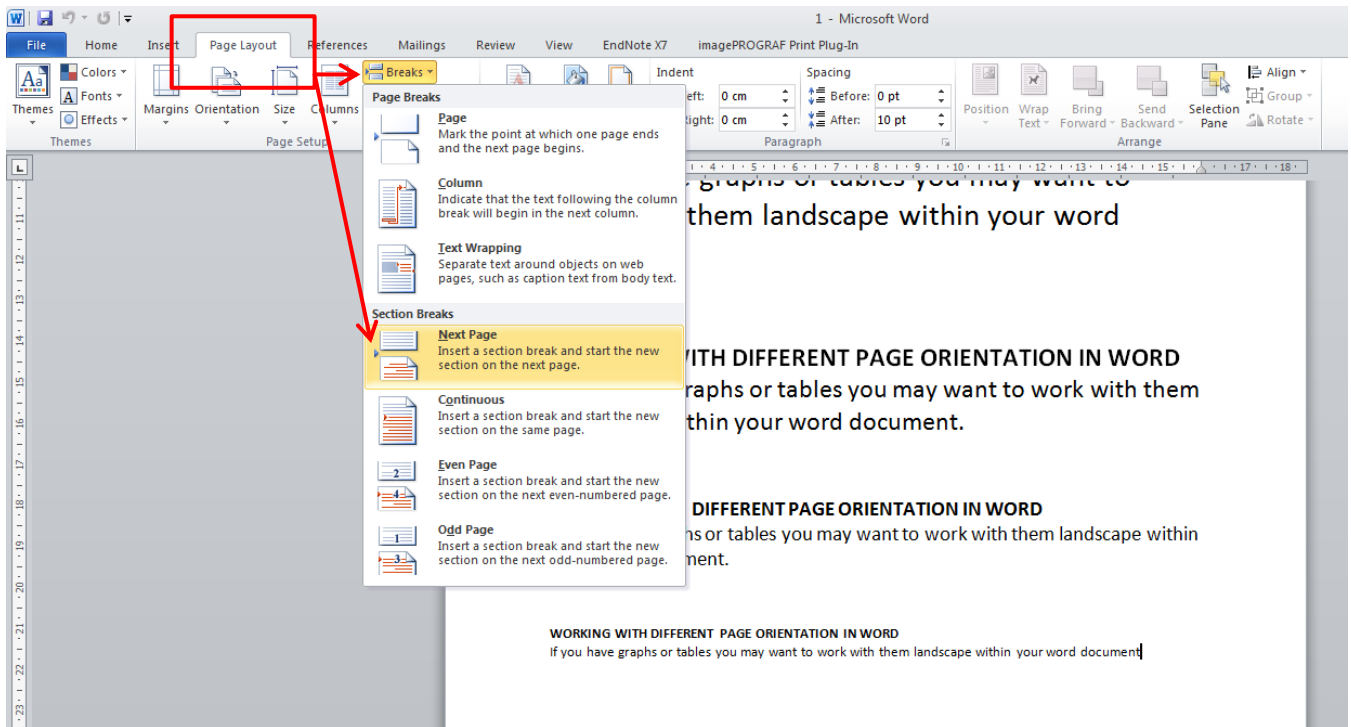
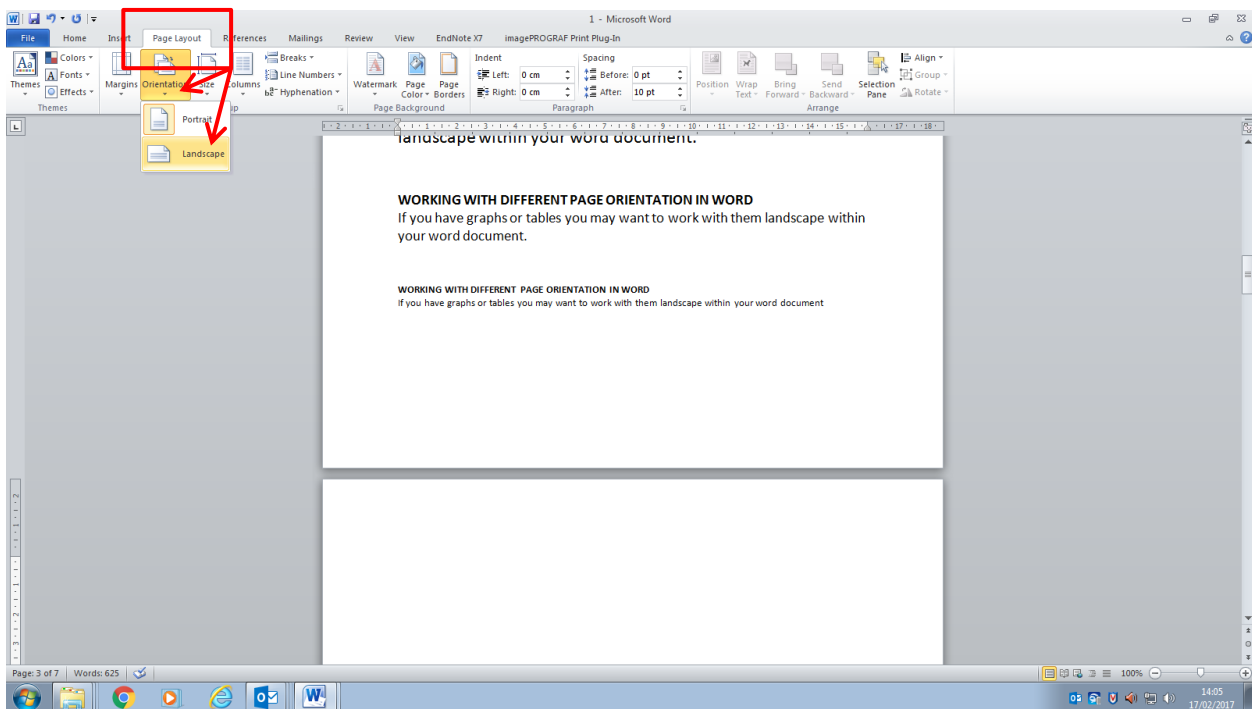


DIFFERENT PAGE ORIENTATIONS IN WORD

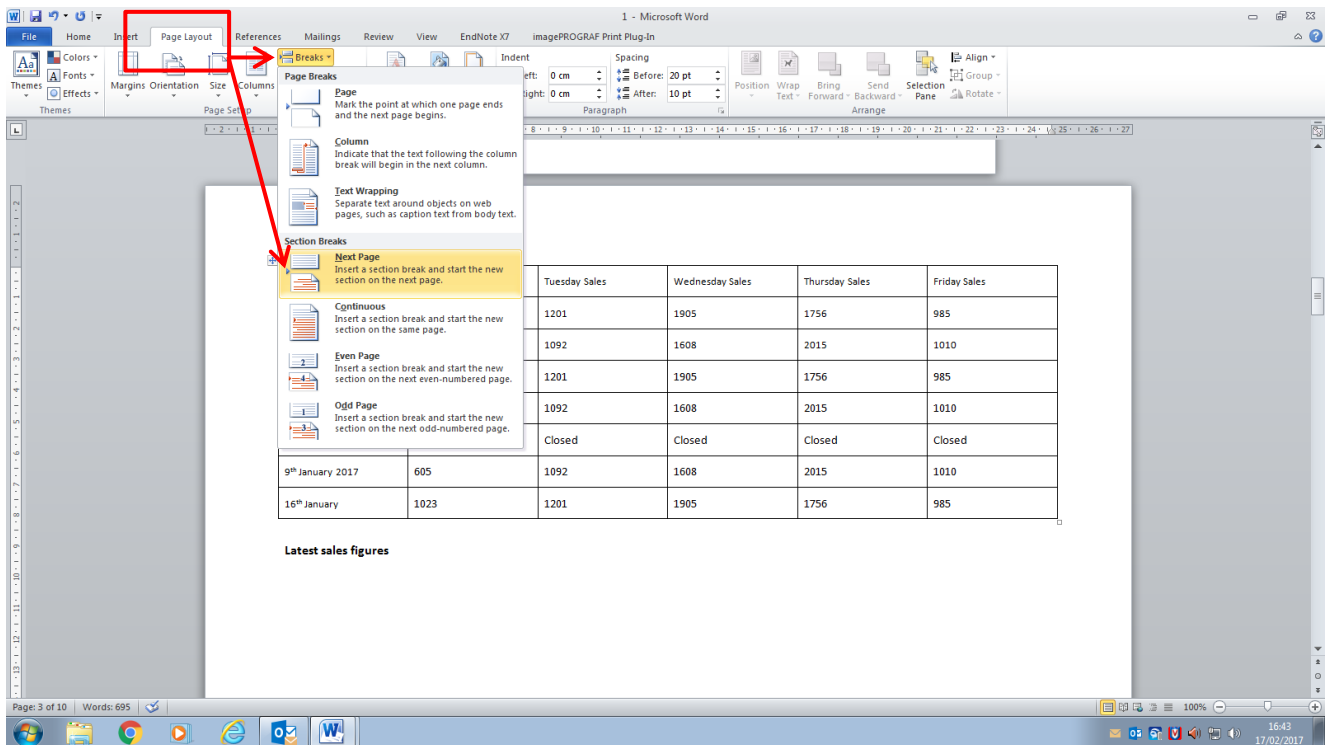
To work with different page orientations in word you need to insert section breaks. For this example we're working with a 7 page portrait document where page 3 is required to be landscape. Place the cursor at the end of the wording on the page 2, select the Page Layout tab. Click on the down arrow at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



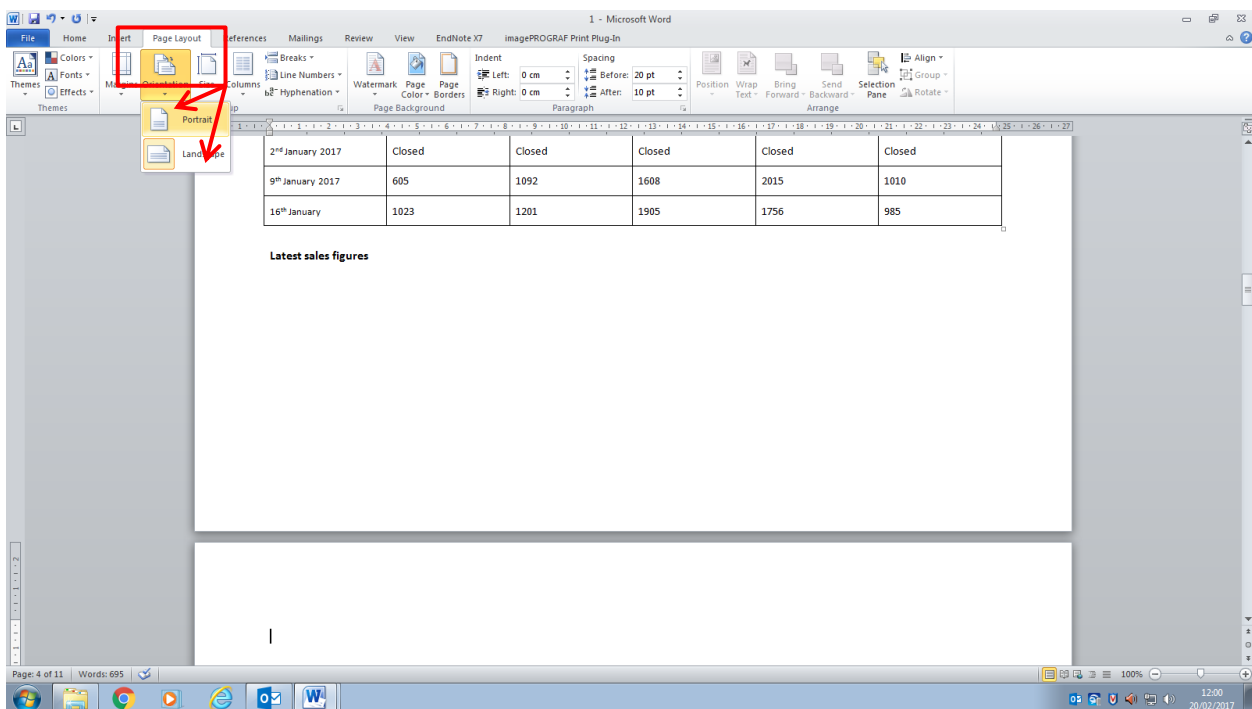
Change the current page you are on to Landscape – click on the Page Layout tab, click on the down arrow at Orientation and choose Landscape.



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.

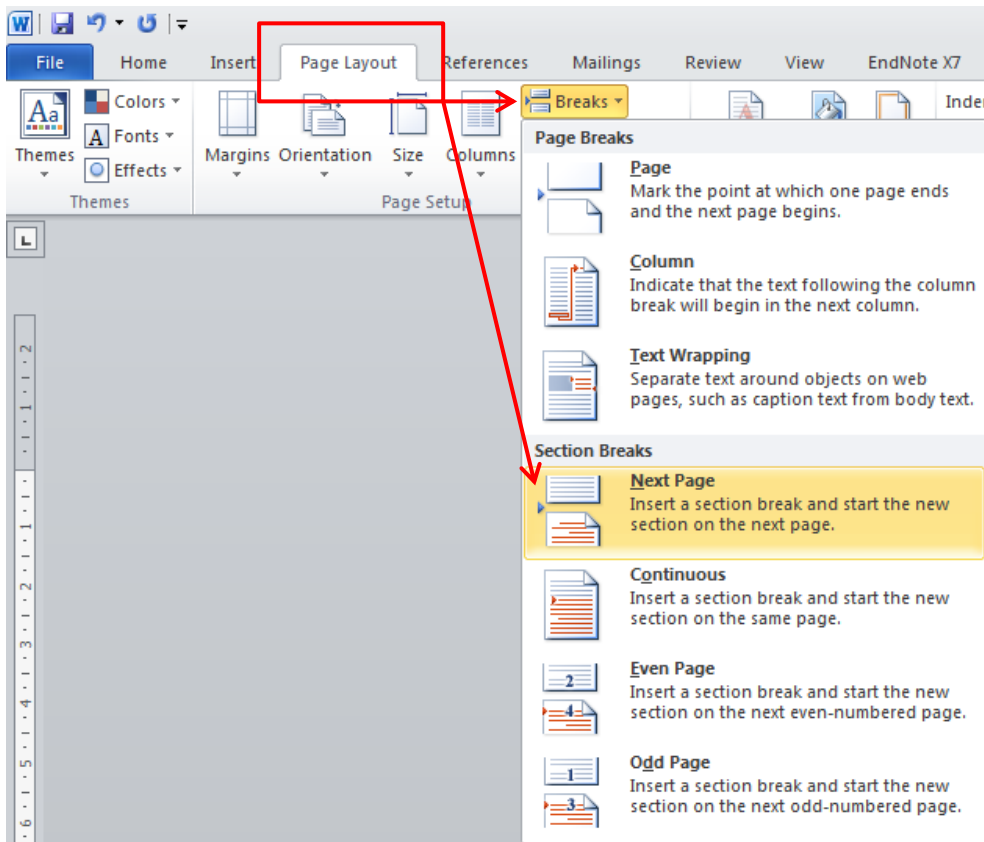


To make your next page portrait click on the Page Layout tab, click on the down arrow at Orientation and choose Portrait.

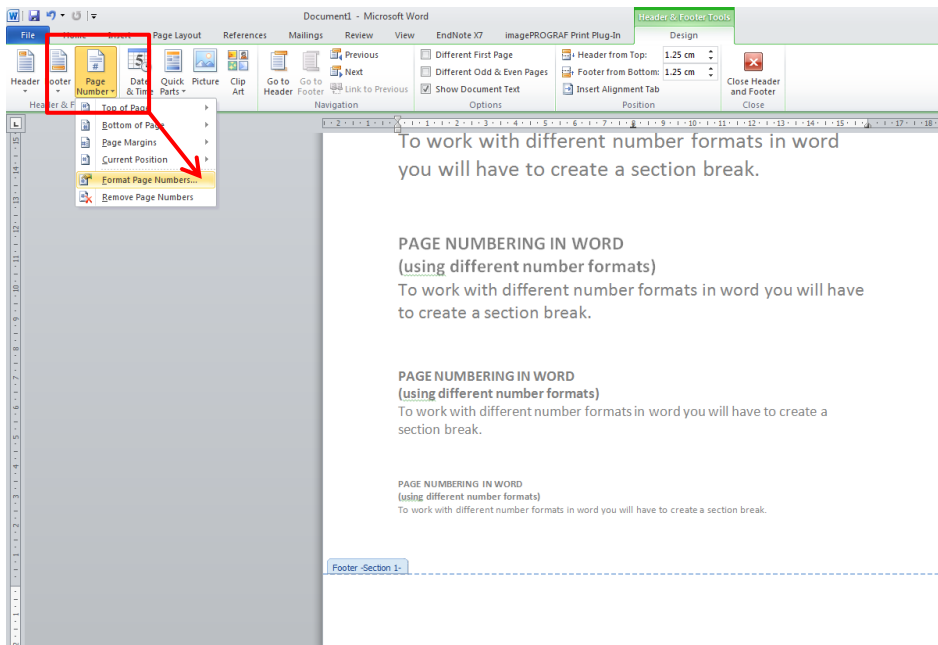


PAGE NUMBERING IN WORD USING DIFFERENT NUMBER FORMATS

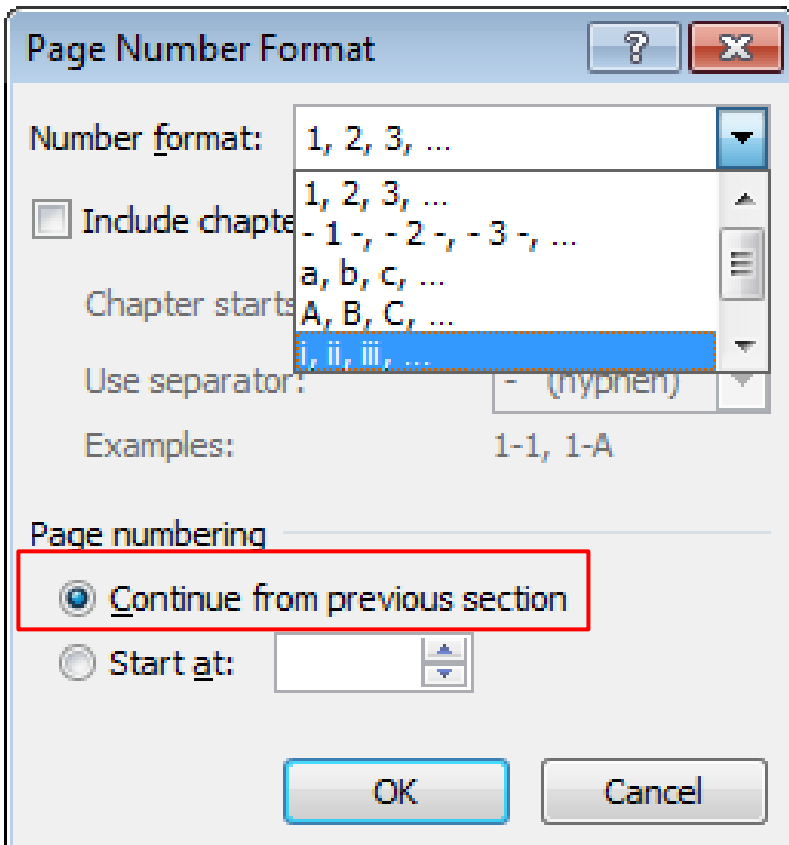
To work with different number formats within Word you should create a section break. Place your cursor at the start of the section you would like to appear on the next page for using a different number format. Click onto the Page Layout tab then onto the down arrow at Breaks and scroll down to Next Page.



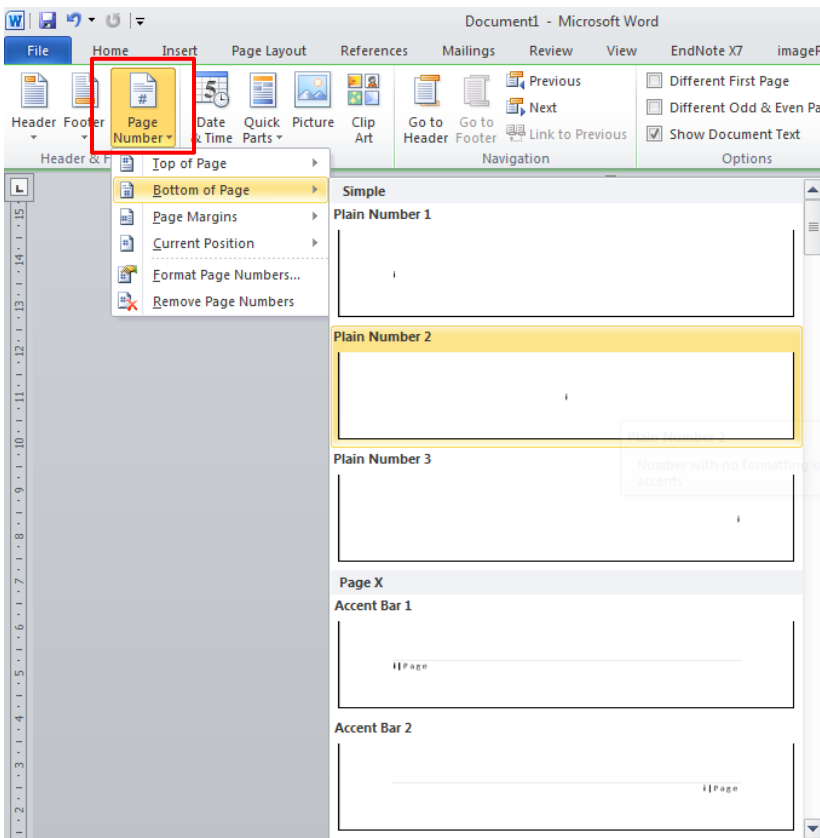
Go back to the page you would like the first set of numbers to start – double click anywhere on the bottom of the page to get the page footer. Click on the down arrow at Page Number and scroll down to Format Page Numbers.



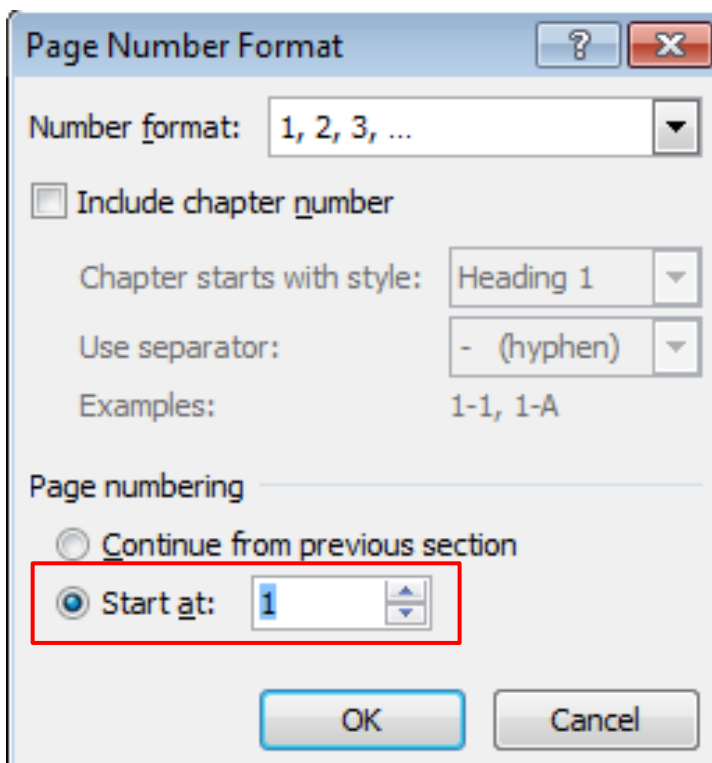
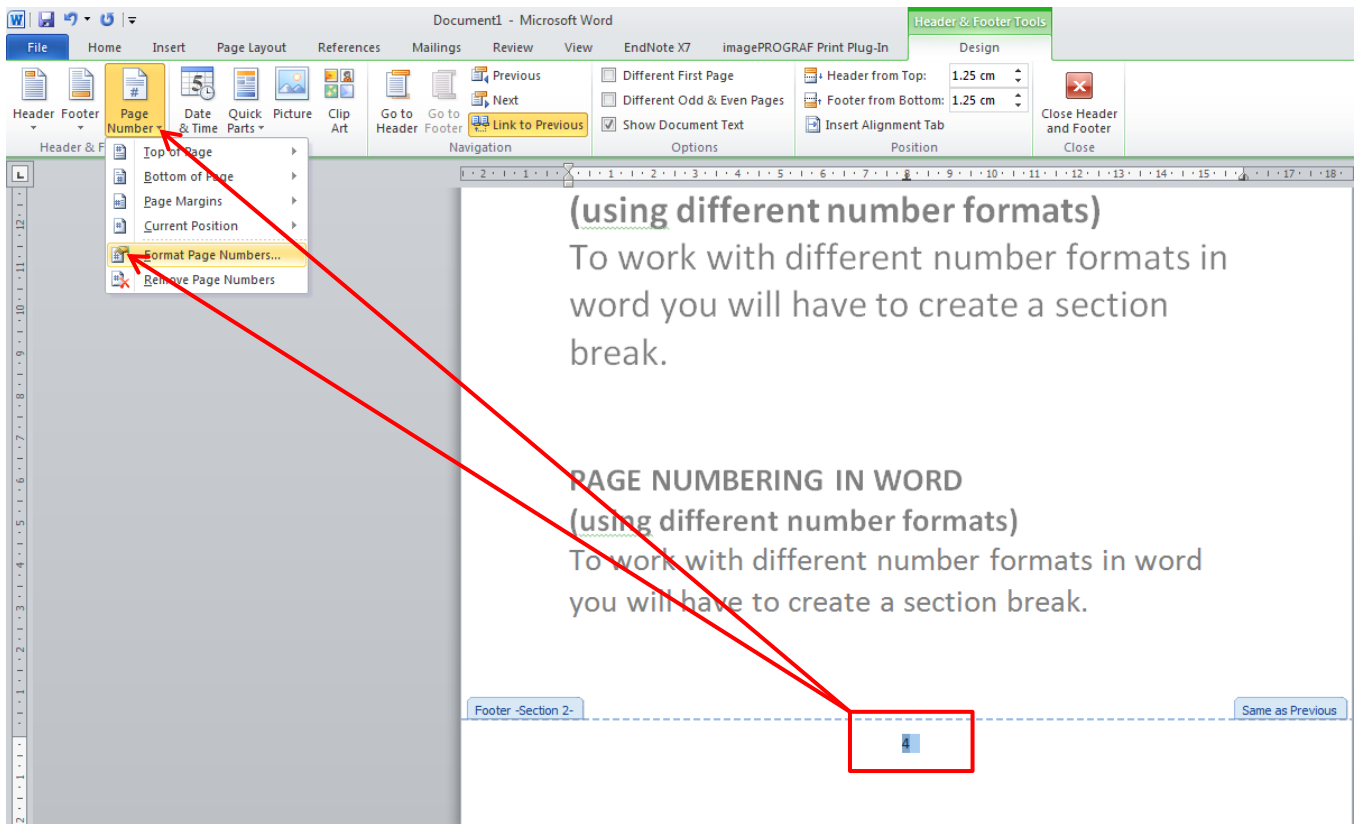
Choose the number format you require from the drop down arrow and select Continue from previous section then click OK.



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.



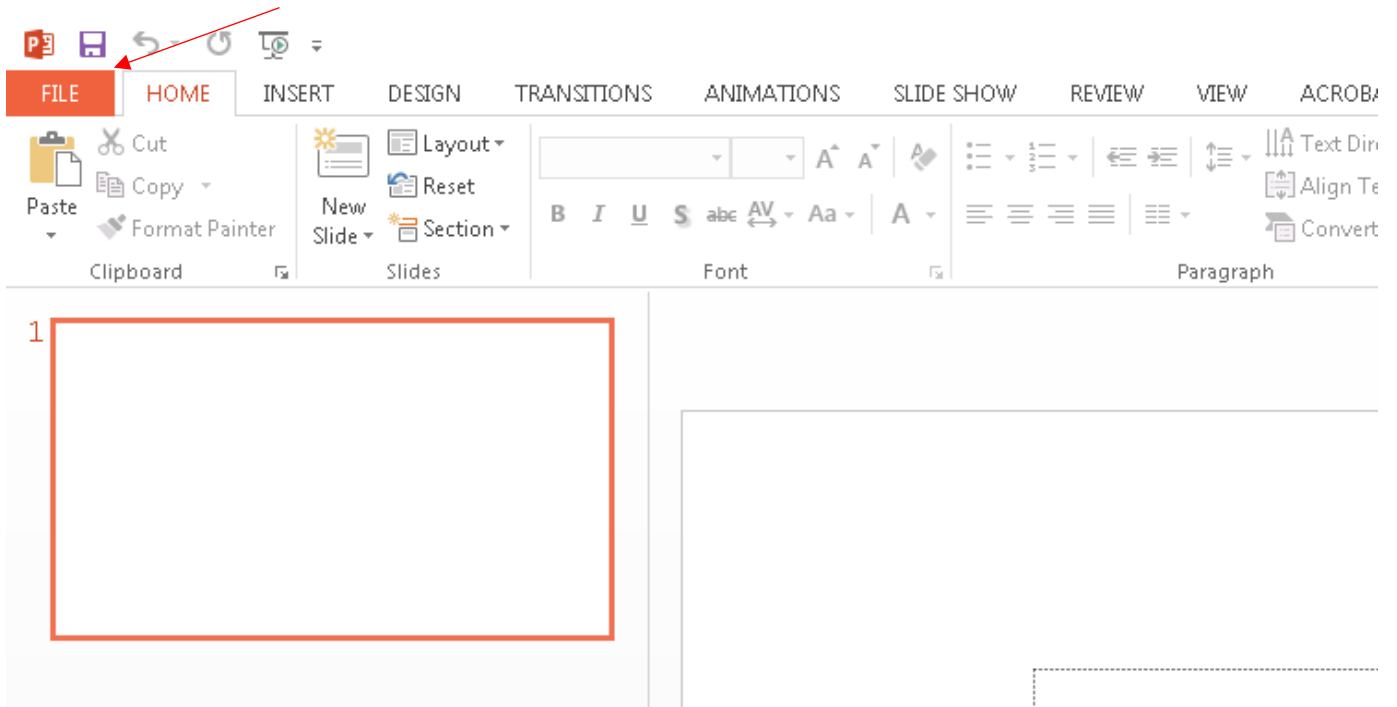
Scroll to the next section your numbers have to start – for this example I had chosen the first 3 pages to have roman numerals and the rest numbered from number 1 onwards. You will notice that page 4 is numbered as page 4 but you want to change this to start from page 1. Highlight the page number within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



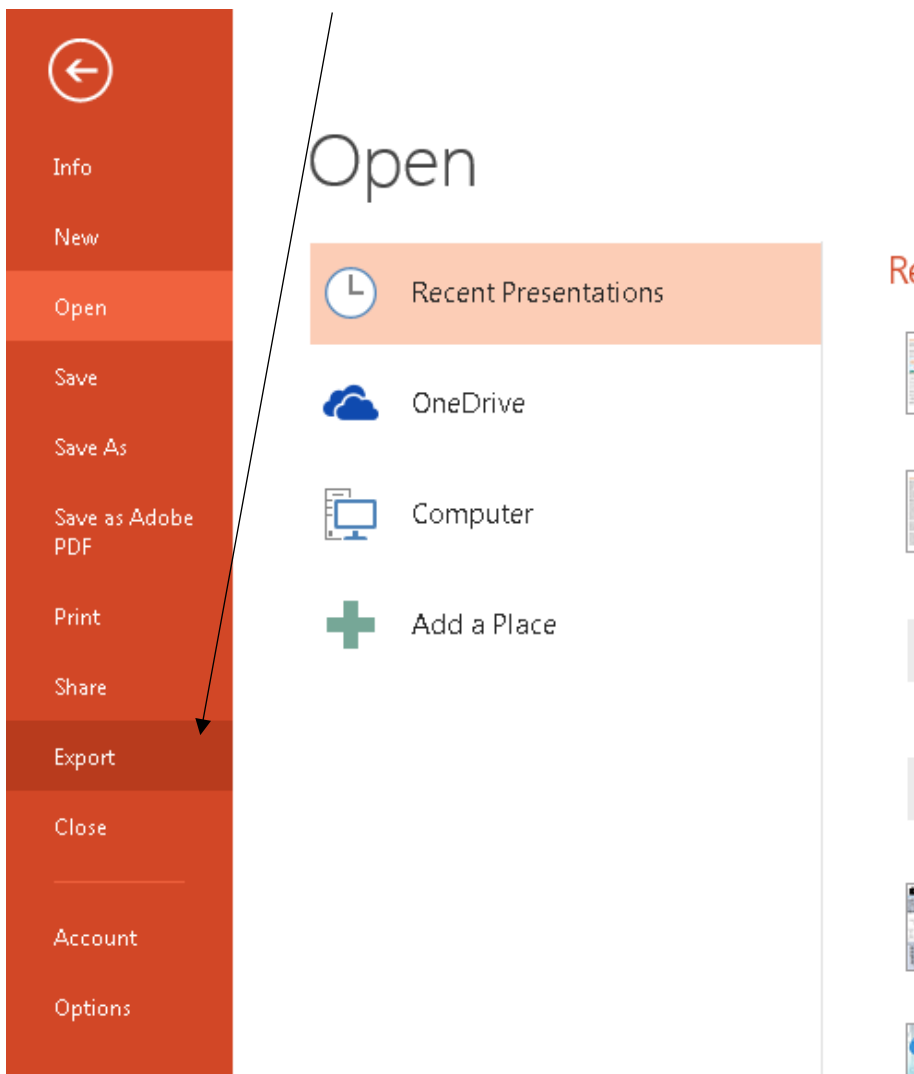
Choose the number format required and click onto Start at: and enter the number 1 then click OK.

SAVING A POWERPOINT FILE AS A PDF

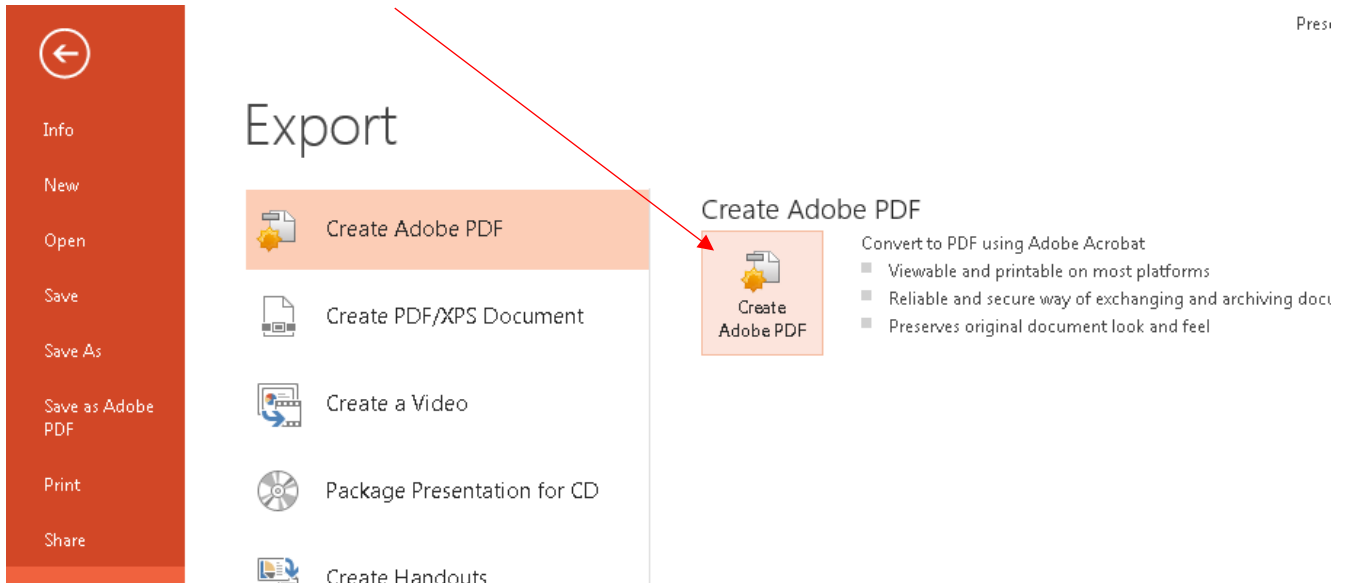
Click onto the file tab.



Then scroll down to Export.



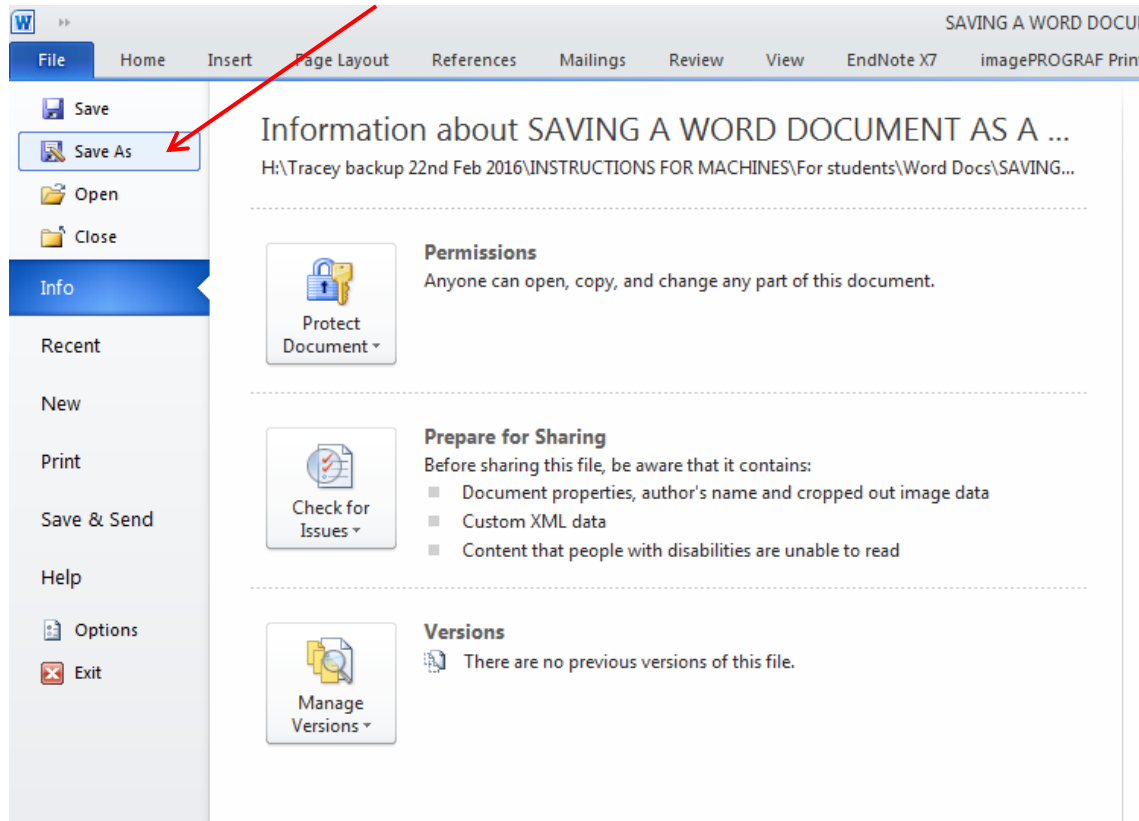
Click onto Create Adobe PDF.



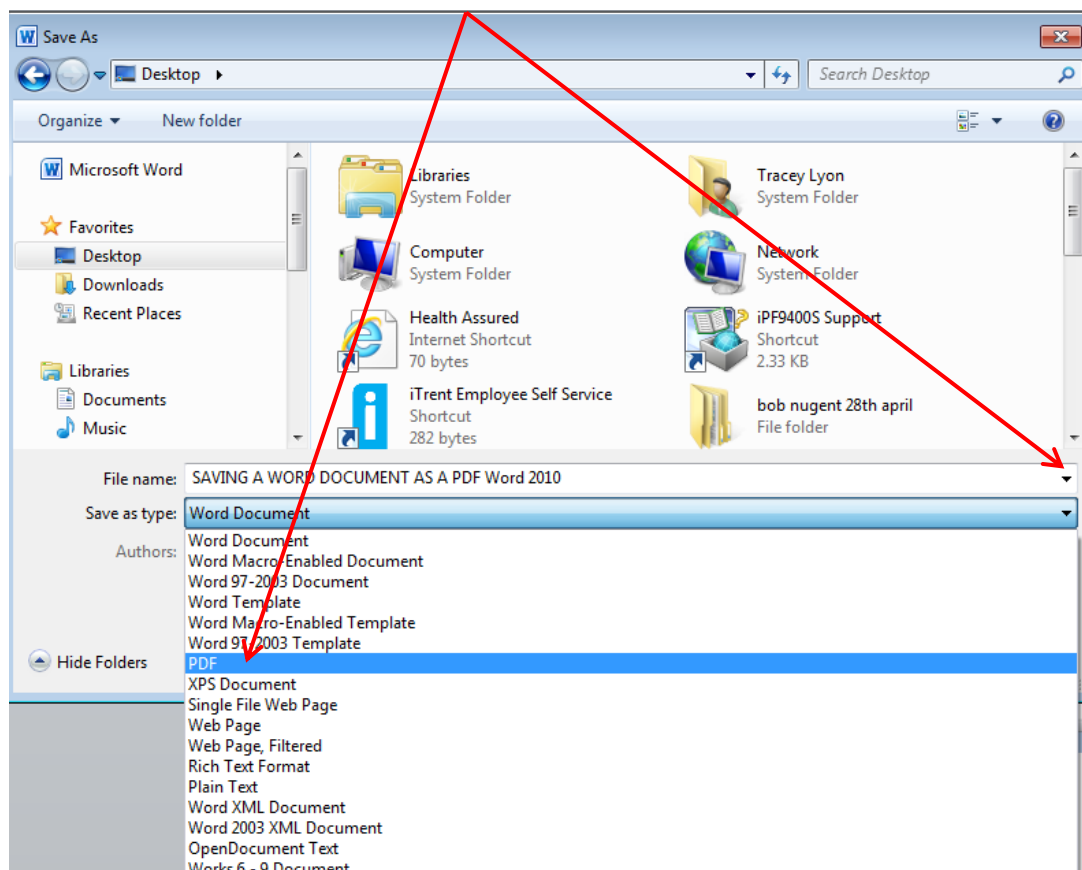
You will then be prompted to save your document.

SAVING A WORD DOCUMENT AS A PDF (Word 2010)

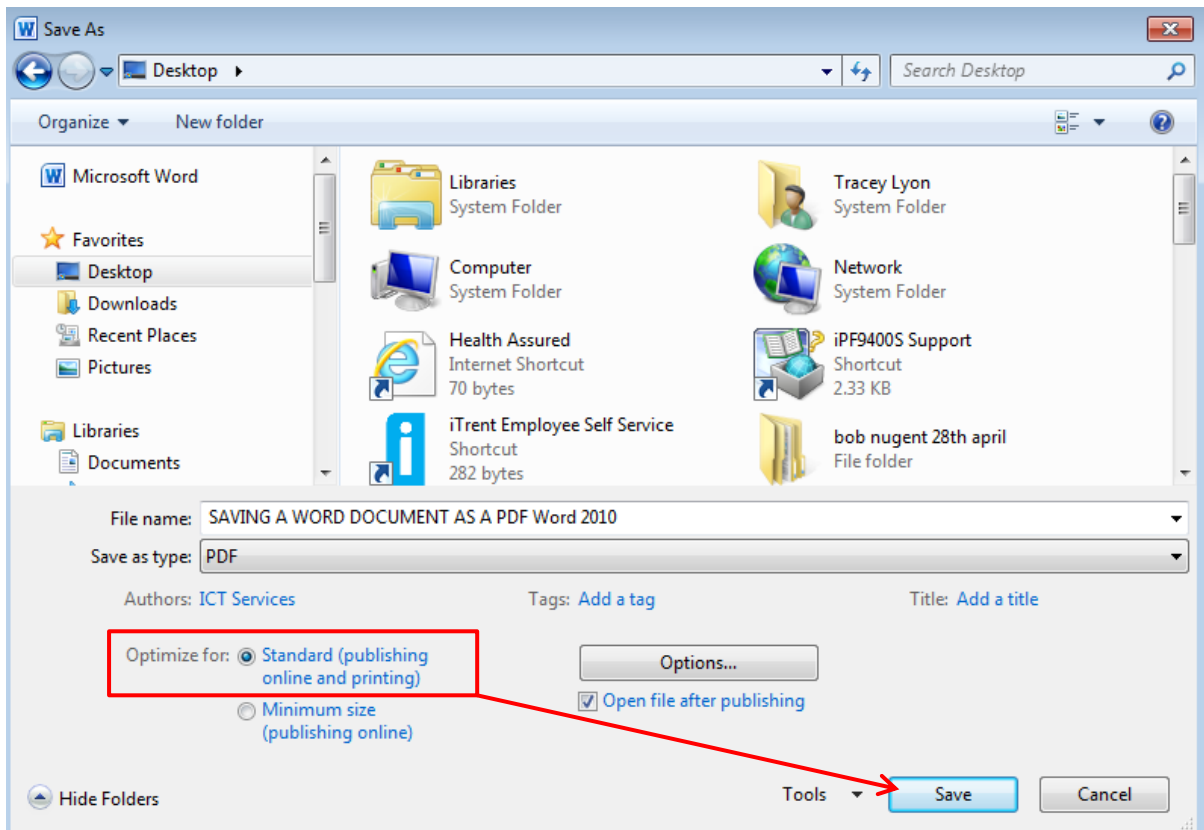
Click onto file and scroll down to Save As.



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



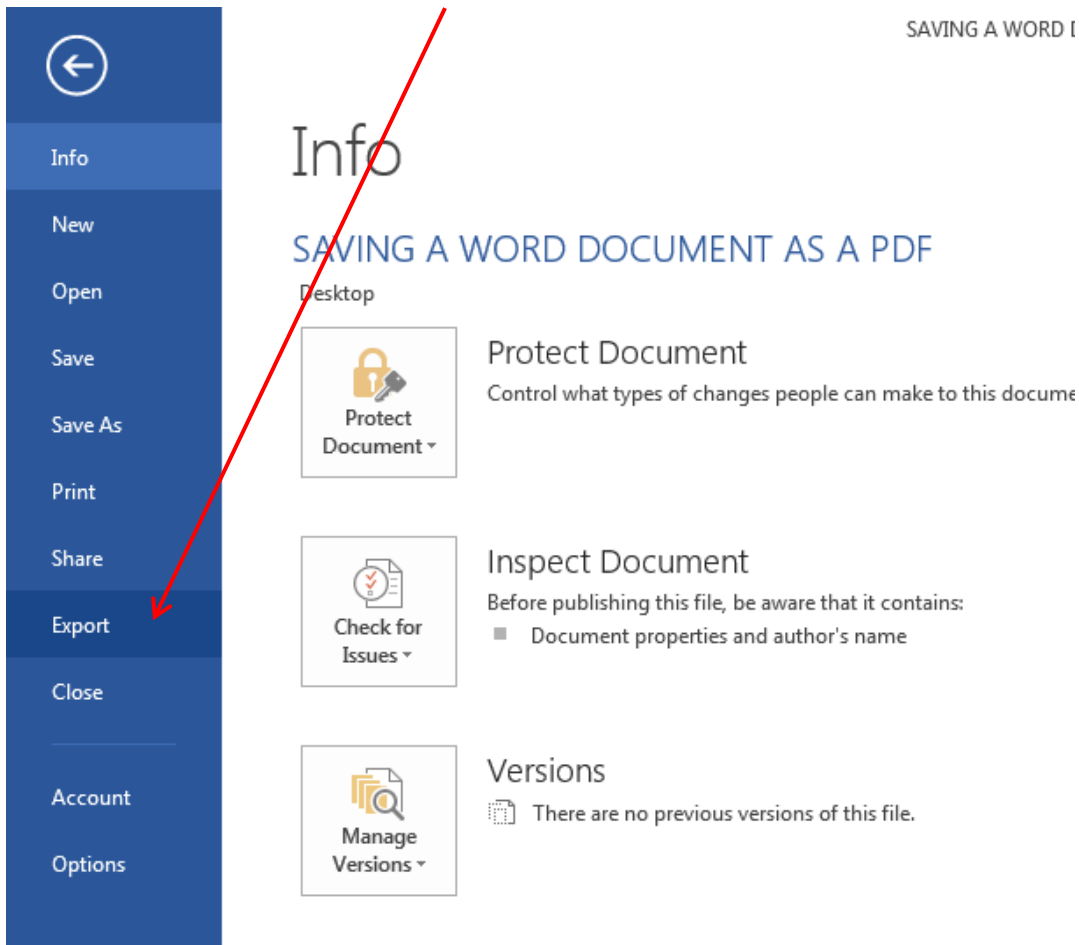
Make sure Standard (publishing online and printing) is selected then click onto Save to save your word document to a PDF.



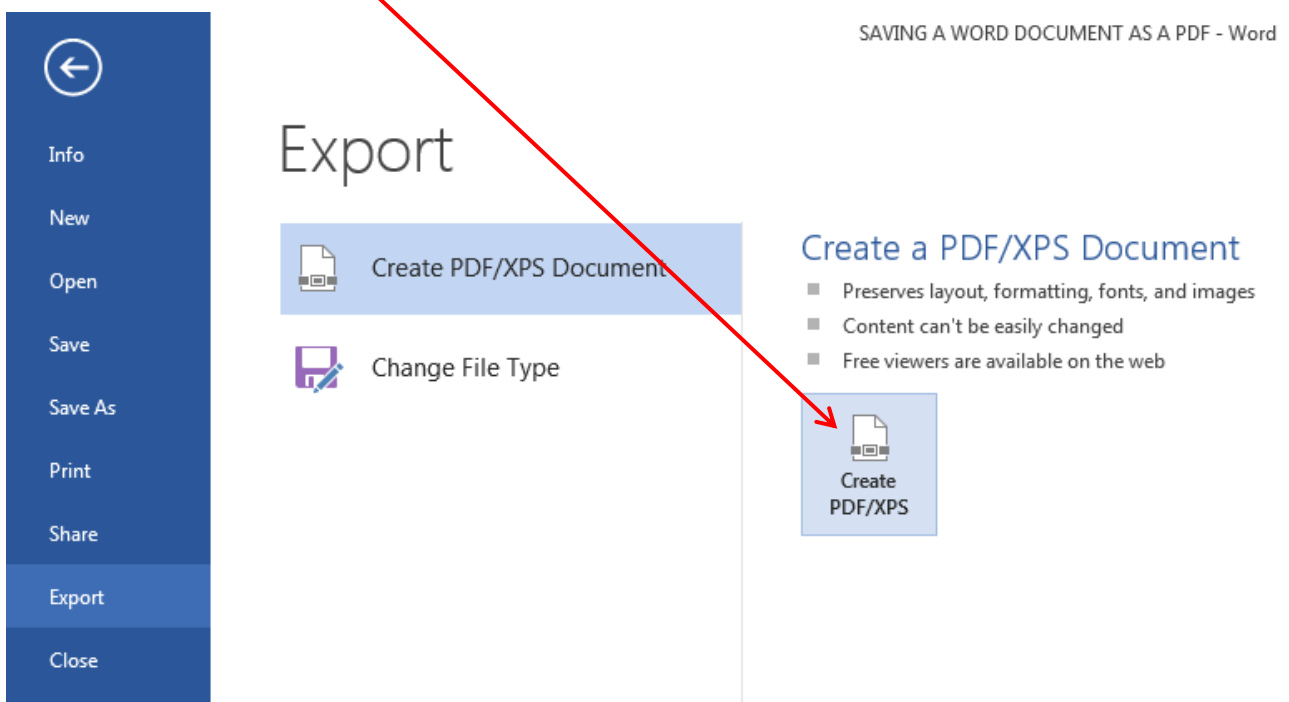
Please check your layout is correct within your pdf before emailing to Printing Services.

SAVING A WORD DOCUMENT AS A PDF (Word 2013)

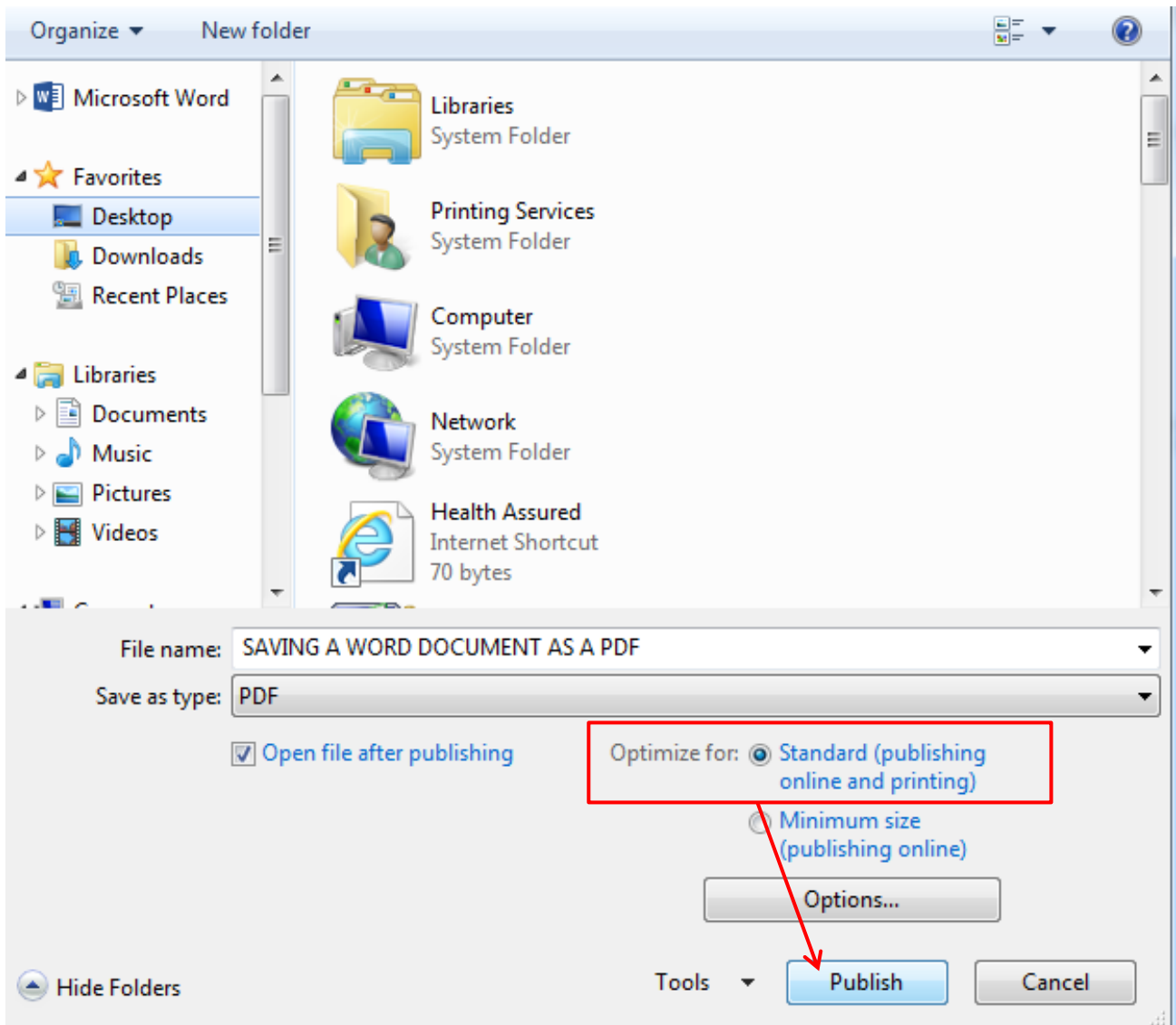
Click onto file and scroll down to Export.



Click onto Create PDF / XPS.



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.

