

Instructions for including 8.5” x 14” pages in a Thesis or Dissertation

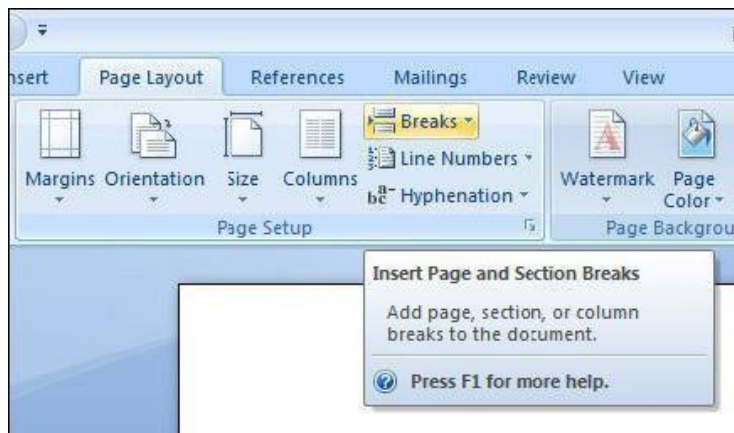
Students who need to incorporate large tables or charts or provide a side by side comparison of images/information in their manuscript may now incorporate legal size pages in their dissertation or thesis. The page margins established by University formatting guidelines will apply to these pages as well. ***Please be aware all legal size pages and their content will be shrunk to a standard 8.5” x 11” page prior to inclusion into a print copy of the manuscript.***

The following is an outline of the procedure for changing page sizes within a document.

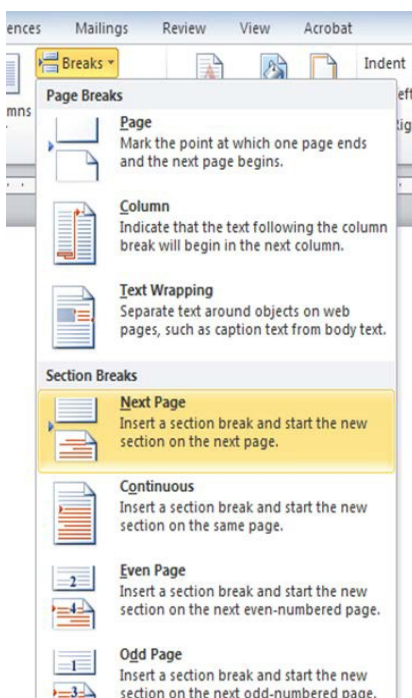
1. Breaks

Changing the page size requires a new section break to be inserted into the document. At the bottom of the previous page, click on the **Page Layout** Tab on the Word Ribbon.

- On the right-hand side of the **Page Setup** section, click on the drop down menu labelled **Breaks**.
- On the drop-down menu, click on Breaks.



Under **Section Breaks**, select **Next Page** to start a new section on a new page



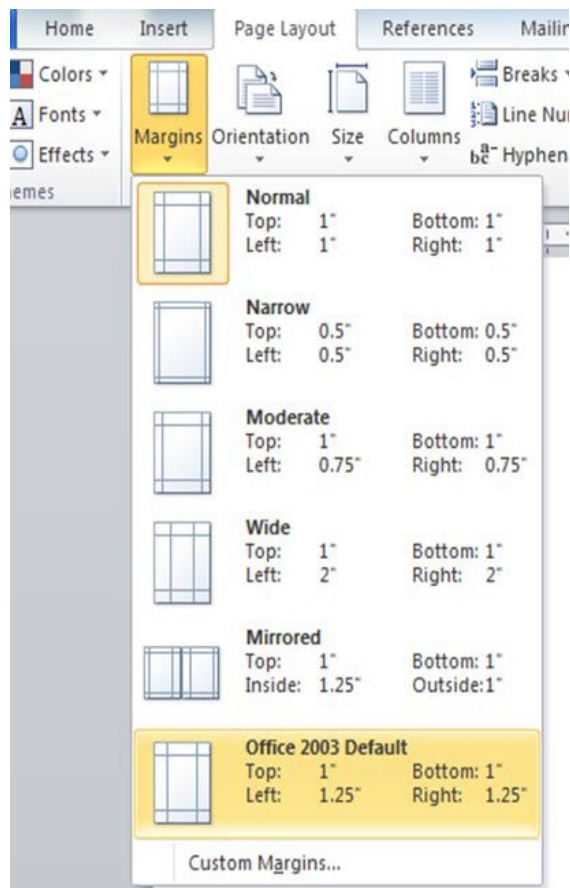
2. Changing the Page Size

Under the same section on the **Page Layout** tab, select the desired **margins**, **page orientation** and **page size** from the drop down menus.

Setting Margins

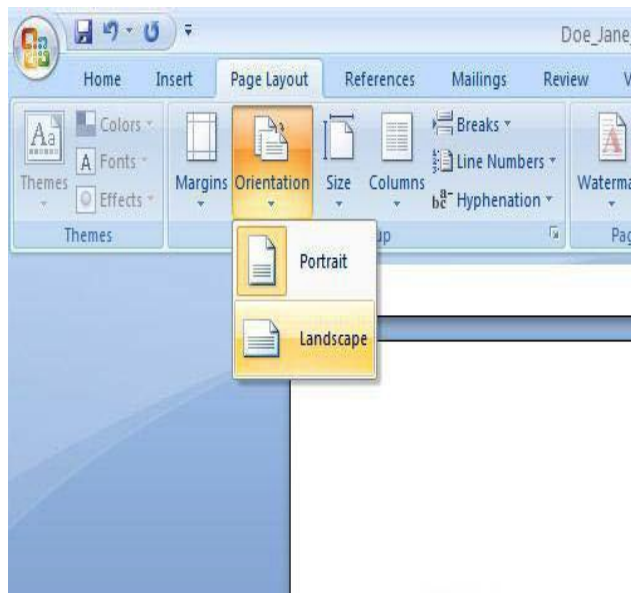
Margins: the left and right page margins should be set to the standard formatting requirements if 1.25 inches.

- Find the **Page Layout** tab as previously introduced.
- Select **Margins** (far left button), then select **Office 2003 Default** from the drop-down box or Custom Margins and set the margins to the University formatting guidelines for dissertations and theses.



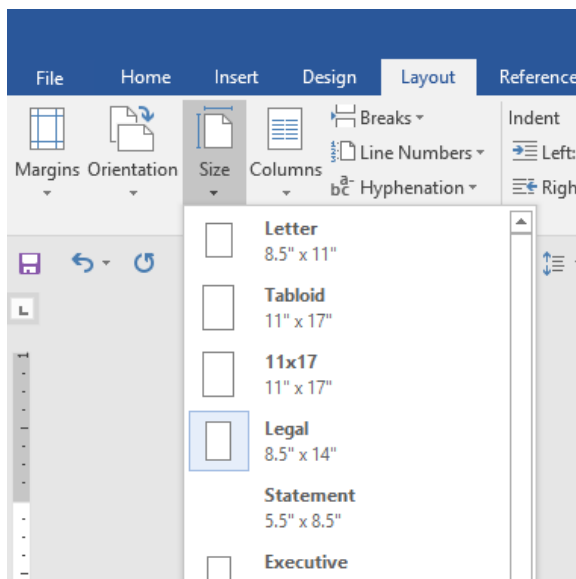
3. Orientation: select the desired page orientation – Portrait or Landscape

Find the tab labeled **Page Layout** and click on **Orientation**.
Select **Landscape** or **Portrait** from the drop down menu.



Page Size:

Click on **Size** from the drop down menu. Select 8.5" x 14" from the drop down menu labelled **Size**.

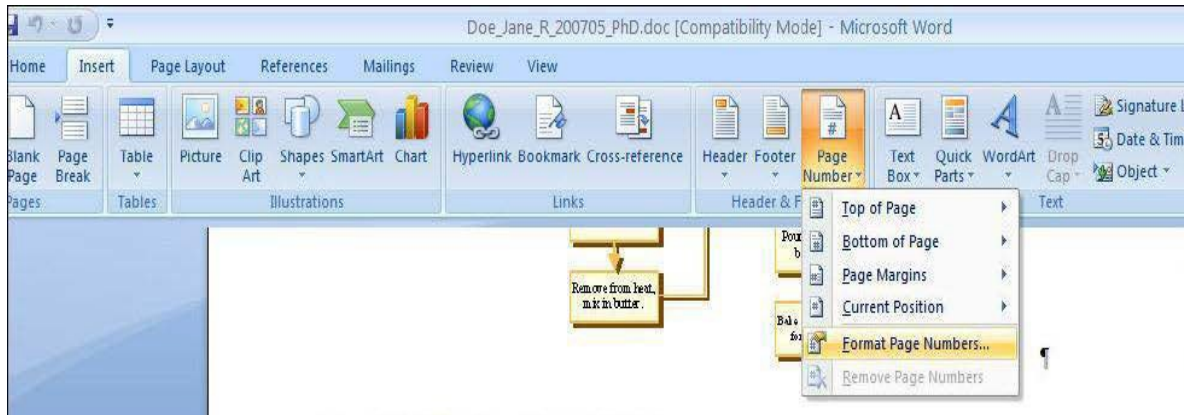


To change the pages back to the standard 8" x 11" size, insert another section break and repeat the steps above. Remember when adding section breaks, under the **Page Number Format**, click the radio button next to **Continue from previous section**.

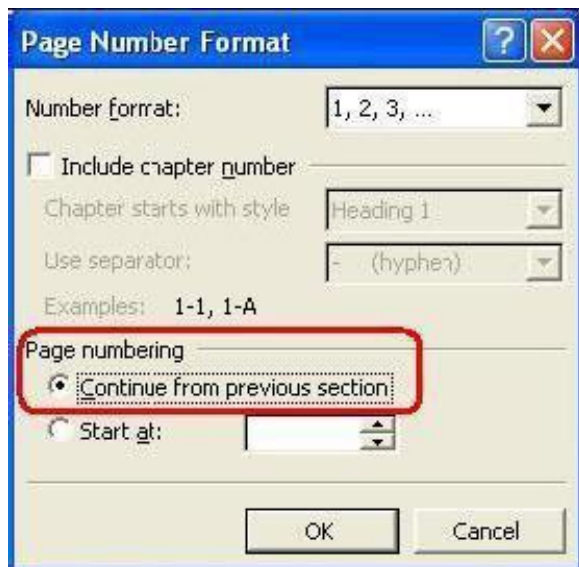
Continuous Page Numbering for New Sections

To change the page size or page orientation a new section break must be inserted into the document. As part of that process, the page numbers need formatting. The instructions below illustrate how to ensure the page numbering format is retained from the previous section and the numbering will be sequential from one section break to the next.

- Go to the **Insert** tab and select **Page Numbers**.
- Select and click on **Format Page Number** from the drop-down menu that appears.



- On the **Page Number Format** menu, click on the radio button next to “**Continue from previous section**”.



This will keep the numbering format the same as your previous pages. If the page cannot be updated in this way, apply the following steps (Insert->Page Numbers->Format Page Numbers->Continue from previous section) to the whole document.