Directions for Inserting Portrait Page Numbers on a Landscape Page

1. Click on the INSERT tab and the Page Number option.
2. Select Page Margins and then Large, Left.
3. Click on the page number that populates to highlight it.
4. Click on the Home tab and set the font size and style to match the document.
5. Click on the edge of the text box that the page number is in to select the text box and then click on the DRAWING TOOLS FORMAT tab.
6. Click on Text Direction and then on Rotate all text 90 degrees

*Note: The above directions are for MS Word 2013. For previous versions of word, refer to online searches regarding “Inserting Portrait page numbers on a Landscape page in Word 20xx.”