Adding Sections to Your Document

If you want to add landscape pages or restart page numbers in your document, you will need to insert section breaks. To add a section break that creates a new page, select the Page Layout tab located in the top menu bar. Next, select Breaks located in the Page Setup section. Under the Breaks drop down menu select Next Page under section breaks. This will create a new page. If you want to insert a landscape page you can use section breaks to do so. For example, once a new page has been created using the above instructions, click on Orientation (also located in the Page Setup section under the Page Layout tab) to change the orientation of the page to either Landscape or Portrait.

The link below provides further information on adding section breaks:
Add section breaks
Fixing the Page Numbers

When changing the orientation of a page, a section break is inserted before and after that page. In some instances page numbers will begin from 1 again due to the section breaks. To correct this, double click on the page number to access the footer. Next, highlight the page number. Then right click and select Format Page Numbers. This opens a dialog box where you will check Continue from previous section. Then click OK. Page numbers should then appear consistently throughout your document.

If you need additional assistance with page numbers, review the following links:
- Add page numbers
- Add different page numbers or number formats to different sections
Creating Landscape Pages

Landscape pages are useful when viewing tables, figures, or text that needs wider margins. Before changing layout, you will need to make sure you’ve inserted a section break before the page that you would like to have display in landscape format. Section breaks are described in more detail on page 9. To set a page as landscape, select the section or page you want to change. Next, select the Page Layout tab in the menu bar and click on the arrow in the corner to open the Page Setup dialog box. Here you will select the Landscape option. Next, you will select Apply to from the drop down menu and choose This section. Click OK. At this point, the landscape page will be created.

This link provides step-by-step instructions with screenshots on how to change page orientation: Rotate a page to landscape or portrait orientation.