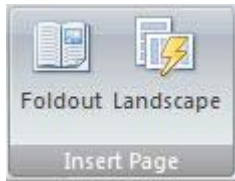

Inserting a Landscape / Tabloid Page

The “*Foldout*” command will place a foldout (11 x 17) page immediately after the CURSOR. It is best to place the cursor at the bottom of a page after a paragraph or at the top of a page. The proper section breaks will be entered immediately before and after the current cursor mark.



The “*Landscape*” command will place a landscape (8 ½ x 11) page immediately after the CURSOR. It is best to place the cursor at the bottom of a page after a paragraph or at the top of a page. The proper section breaks will be entered immediately before and after the current cursor mark.

Depending on the Header and Footer designs, the Desktop Publisher may need to make adjustments to these elements later in the process. However, as a Writer, you typically do not need to make these changes. Working with Headers and Footers is covered in another section.

TIP: You can use all the other commands such as Insert Graphic or Insert Table on these pages. This is a great way to put a place-holder for large Graphic, Schedule, Organization Chart, or Spreadsheet.