

- 3) Copy and paste the footer from the portrait page into a blank paragraph in the text. Paste or move it into the landscape page. This text will then have the Footer style so the typeface, font size, and tab settings will match.

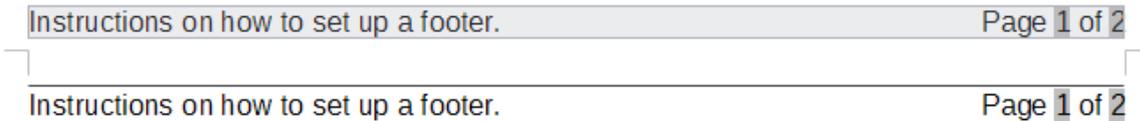


Figure 138: Copy the footer, paste, and select it

- 4) Select the text (including the fields) you just entered. Choose **Format > Character**. On the Character dialog, choose the *Position* tab and set **Rotation / Scaling** to 270 degrees (counterclockwise). Click **OK**.

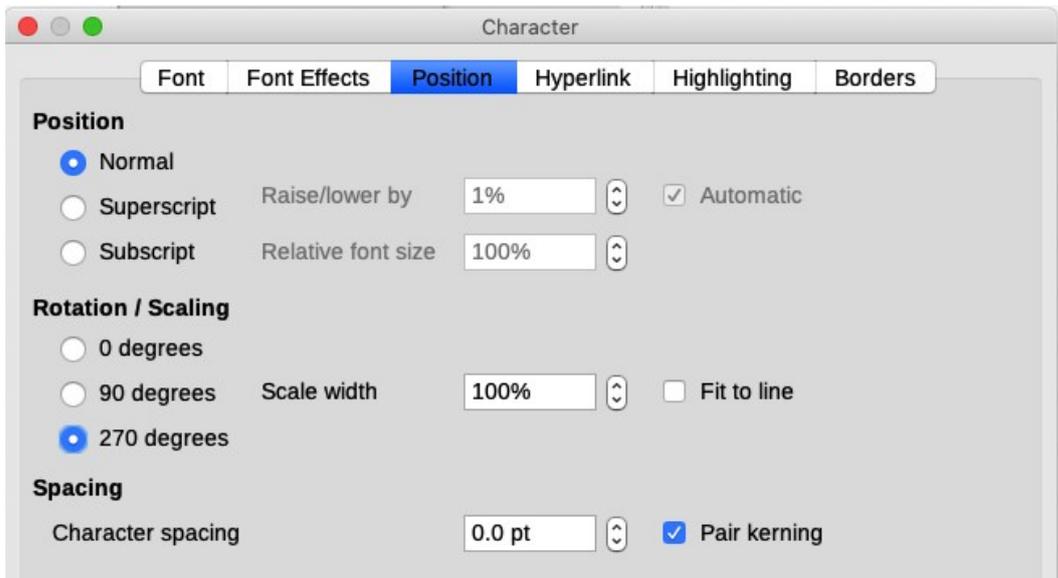


Figure 139: Rotating the footer text 270 degrees

- 5) With the text still selected, choose **Insert > Frame > Frame**. In the Frame dialog (Figure 140), select the *Type* tab and enter the width, height, and horizontal and vertical position for the footer. Deselect the Automatic options in Width and Height if they are selected.
  - The width is the footer height taken from the Footer page of the portrait page style dialog.
  - The frame height is obtained by simple arithmetic. The A4 page-width is 21cm, minus the sum of the top and bottom margins of 2.8cm and 1.8cm resulting in a frame height of 16.4cm.
  - The horizontal position is the portrait page bottom margin.
  - The vertical position is the landscape page top margin.
- 6) If your footer has a line above the text, as in this book, on the *Borders* tab, select a right border and specify the line width and spacing to the frame's contents.
- 7) Click **OK** to save these settings. The footer will now appear in the required position and orientation. Any fields will update.
- 8) Because tabs have been removed, insert the cursor in the frame, at the end of the text where the tab was, and insert as many spaces using the keyboard space bar, as you require for the layout to match that on the portrait page.

Repeat these steps (using appropriate settings) to set up a portrait header on the landscape page.