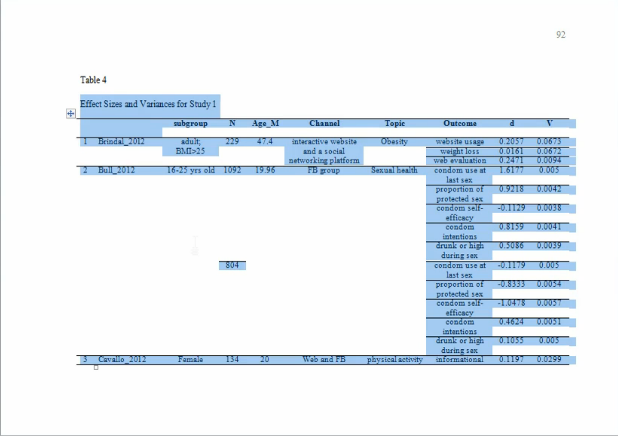
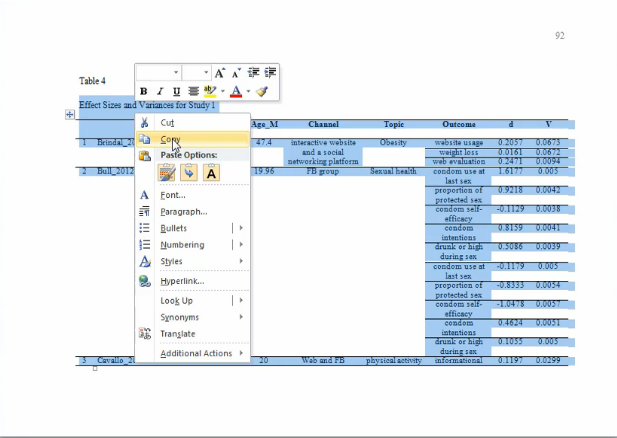
**ETD guide for formatting tables**

This guide is to help with formatting tables in a dissertation. If there is a table that is in landscape and you would like it to be in portrait, follow these steps.

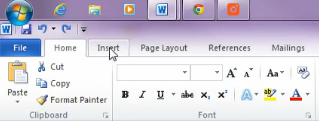
1. **Start by highlighting the table.**



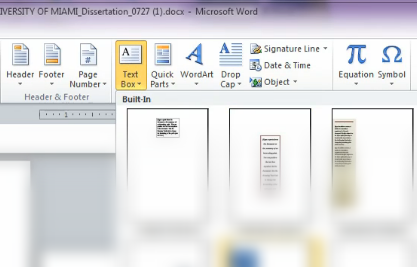
1. **Right Click and select Copy**



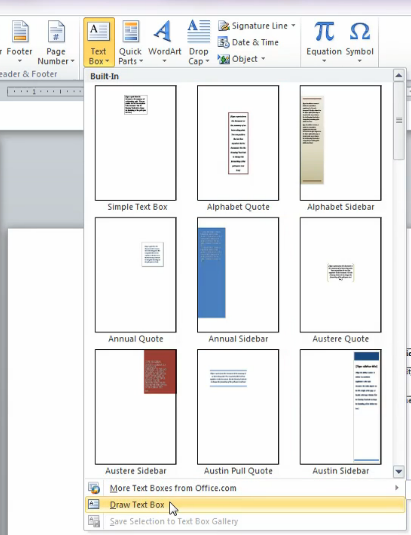
1. **Click the ‘Insert’ ribbon**



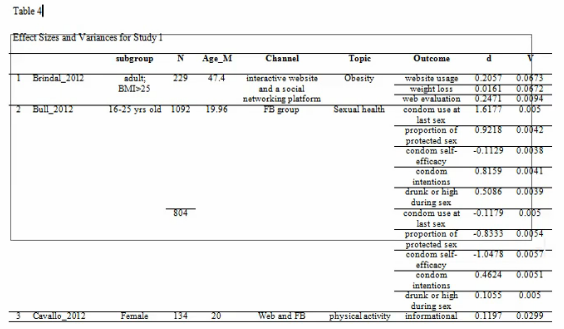
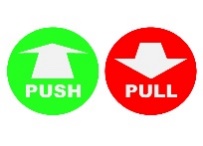
1. **Select ‘text box’**



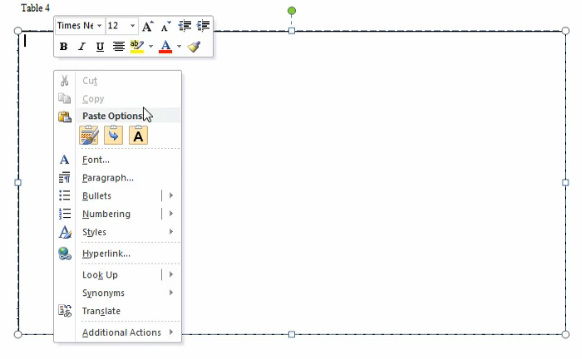
1. **Click ‘Draw Text Box’**



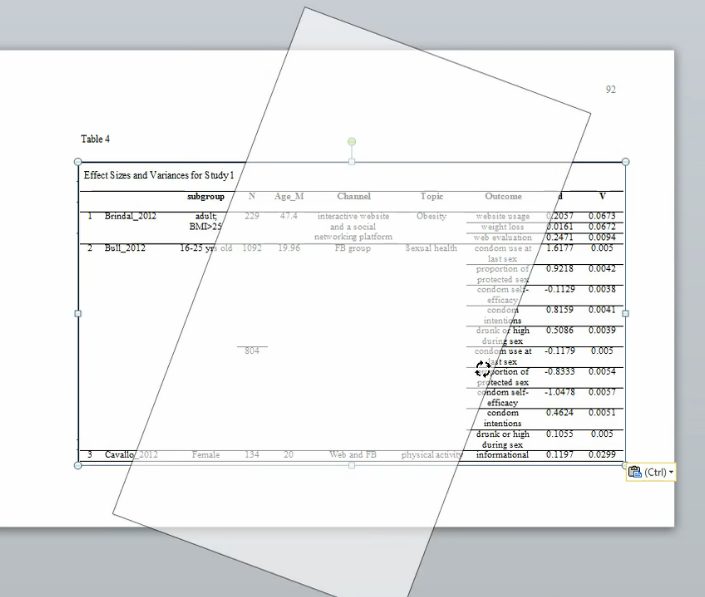
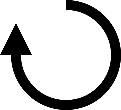
1. **Draw the text box to the desired size on the page.**



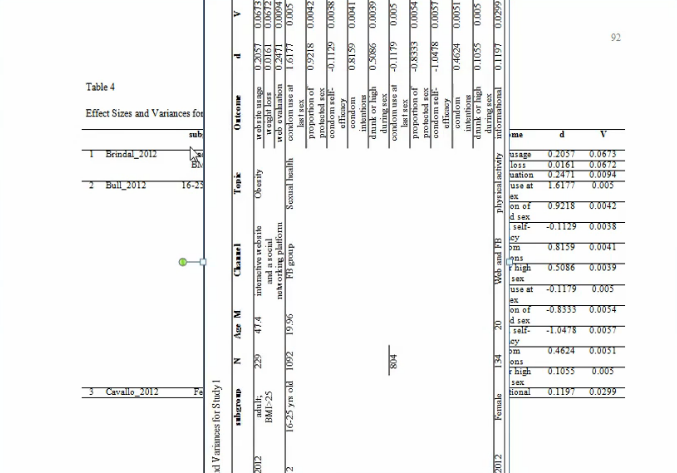
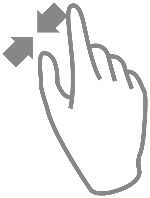
1. **After drawing the table, right-click and paste the table into the newly-created text box.**



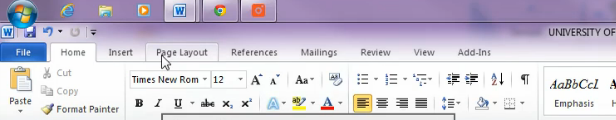
1. **Next, select the green ball at the top of the table and rotate it.**



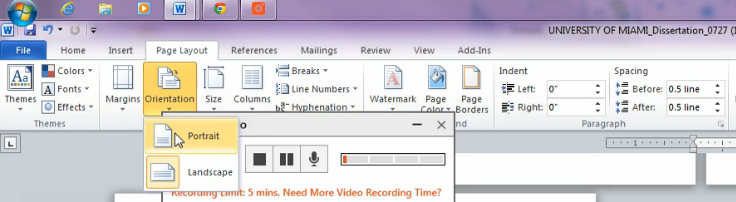
1. Resize the table as necessary



1. **To change the layout of the page, select the page you would like to change, click on the ‘Page Layout’ menu**



1. **Next, click on Orientation and select ‘Portrait’**



1. **Lastly, select your table and resize it to fit the page.**

