

Problem with a Table?

Maybe you have a Table (or Figure) that is too large for the page.
See the enclosed example:

Gene/EST	No. Clones	Signal P ²	Top BLAST Hit ³	E Score	Secondary Hit ⁴	Testis EST ⁵	Conserved
Whole male reproductive tract ESTs (1-53):							
<i>Acp1</i>	36	1.000	<i>CG15616-PA Acp33 C14b</i>	7E-03	---	no	---
<i>Acp2</i>	5	1.000	<i>CG8626-PA Acp33 C14a</i>	8E-08	2E-06	yes	---
<i>Acp3</i>	9	0.998	---	---	---	---	---
<i>Acp4</i>	9	0.998	<i>CG11395-PA</i>	8E-08	---	no	---
<i>Acp5a</i>	36	1.000	---	---	---	---	---
<i>msl6</i>	2	0.999	---	---	---	---	---
<i>Acp7</i>	6	1.000	---	---	---	---	---
<i>Acp8</i>	4	1.000	---	---	---	---	---
<i>msl2</i>	1	0.000	<i>*CG5210-PA Cnt</i>	9E-87	3E-57	no	Chitinase
<i>msl10</i>	1	0.003	<i>CG8495-PA</i>	1E-30	---	yes	Ribosomal protein S

About the Table: The Table was copied from an Excel file and then inserted into the Word file immediately after the first textual reference to the data.

- After the Table is inserted it is discovered that it has “spillover” proportions (too wide and too long for one page).
- To correct this 2 separate procedures in Word will be followed.

Overview

•Page Orientation

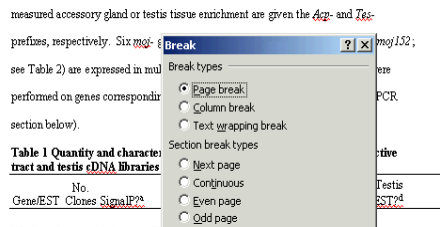
MS Word allows for 2 orientations of the page--Portrait, which is a vertical orientation and Landscape, which is a horizontal orientation. Portrait is the default setting.

•Changing the Table to Landscape will resolve the issue of the width of the Table, however, only the page/s with the Table will need to be reset to Landscape. The other pages must stay Portrait.

•This requires that you insert a section break between the text and the Table.

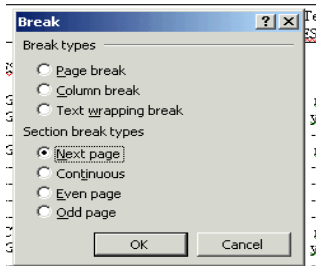
Procedure 1: Insert a section break

The Word commands are: Insert>Break



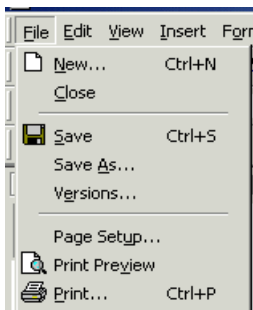
Note:

- The break will be inserted wherever the cursor indicates. Move the mouse accordingly.
- The type of break selected must be Section>Next Page

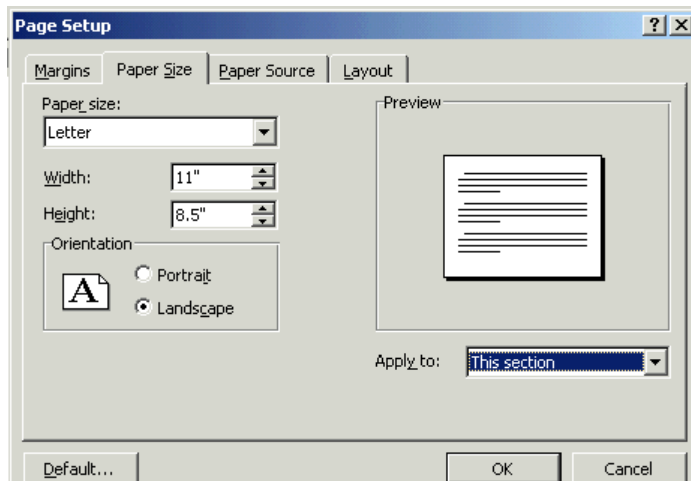


Procedure 2: Change Page Orientation

- Now that the Table and the text are separated, it is safe to change the orientation of the page/s the Table is on.
- With the cursor on the same page as the Table, select **File>Page Setup**



Procedure 2, Cont. **Paper Size tab**>**Orientation: Landscape**> **Apply to: This section**



Further problem-solving

•Although the problem of the width of the Table has been resolved, the length of the Table presents another problem. The Table is still several pages in length and captions must be inserted ("Table 1, cont." e.g.) at the top of each page.

•Also, a separate section break must be inserted between the final page of the Table and the text that follows it.

•The orientation will need to be reset for those subsequent pages of text.