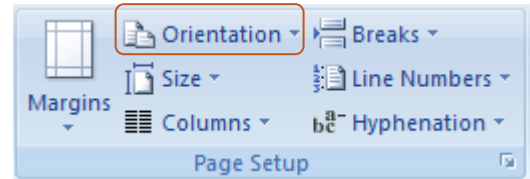


## Page Orientation

### Change Orientation for Whole Document

- ❖ Click the **Page Layout Tab**.
- ❖ In the **Page Setup Group** click the **Orientation** button (see illustration at right).
- ❖ Select from either **Portrait** or **Landscape**.
- ❖ The selected **Orientation** will be applied to the whole document.
- ❖ It is also possible to change the **Orientation** for the **Whole Document** by using the **Page Setup** dialog box.



### Use Both Portrait and Landscape Orientation in Same Document

- ❖ Select the pages that the orientation is to be applied to.  
OR
- ❖ Click at the beginning of the line where the orientation change is to be started.
- ❖ Click the **Page Layout Tab**.
- ❖ Click the **Dialog Box Launcher** button in the bottom right corner of the **Page Setup Group**.
- ❖ The **Page Setup** dialog box will display with the **Margins** tab displayed.
- ❖ If the **Margins** tab is not displayed, click the **Margins** tab.
- ❖ Click **Portrait** or **Landscape** under the **Orientation** area.
- ❖ If the text has been selected, in the **Apply to** box, click the **Selected text** option.
- ❖ If the insertion point is at the beginning of the area where the orientation is to be changed, click the **This point forward** option.
- ❖ The option for **This point forward** will changed the orientation from the selected point to the end of the document.
- ❖ **Section Breaks** will be inserted before and after the text.
- ❖ The new **Margins** will be applied to just the designated section.
- ❖ It is also possible to click in a section or to select multiple sections and then change the margins for those sections.

