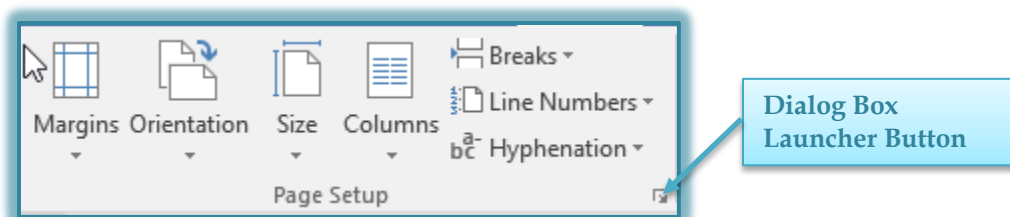


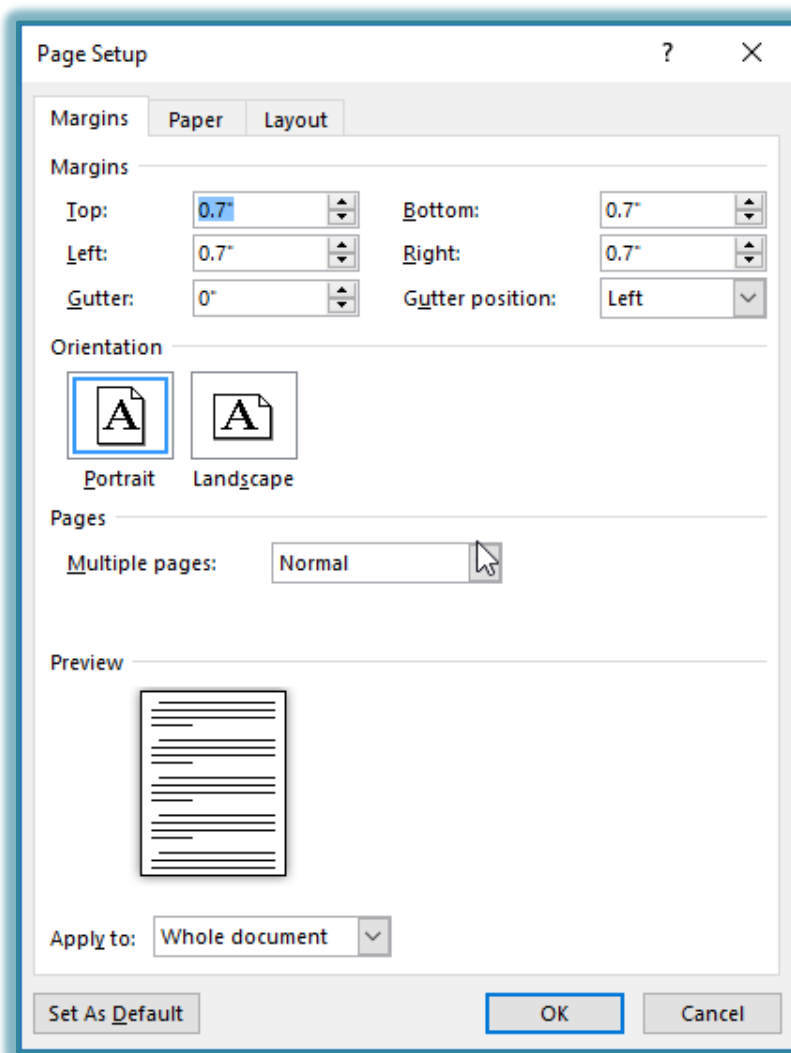
Page Orientation

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 **Layout Tab**.
- ✦ Click the **Page Setup 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 (see illustration below).

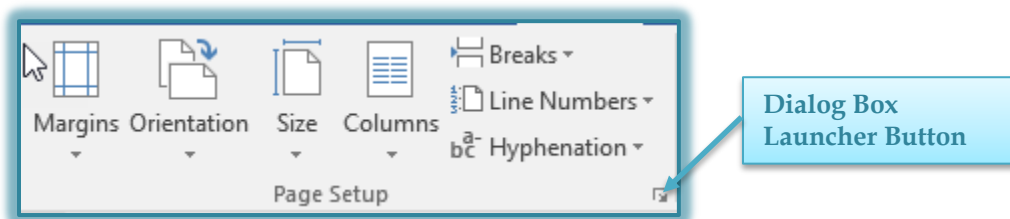


- ✦ If the **Margins** tab is not displayed, click the **Margins** tab.

- ✦ 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 change the orientation from the selected point to the end of the document.
- ✦ **Section Breaks** will be inserted before and after the text.
- ✦ The new **Orientation** 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 Orientation for those sections.

Change Orientation for Whole Document

- ✦ Click the **Page Layout Tab**.
- ✦ In the **Page Setup Group** click the **Orientation** button (see illustration below).
- ✦ 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.