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.