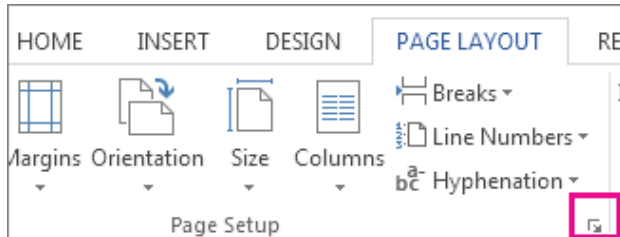


# CHANGE PAGE ORIENTATION FROM PORTRAIT to LANDSCAPE

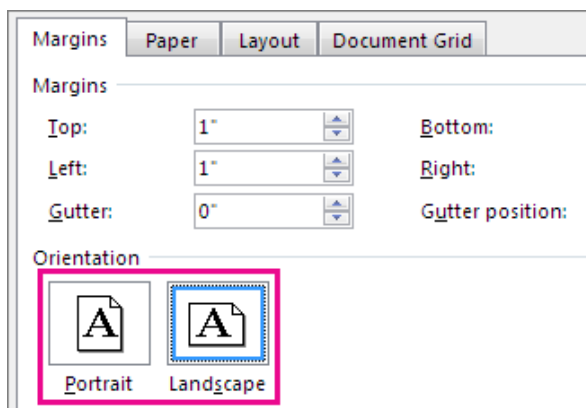
There are 2 ways to change page orientation from portrait to landscape.

## Method 1

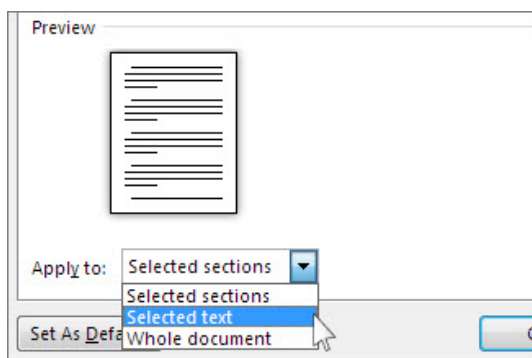
1. Select the page(s) whose orientation you want to change.
2. Click **Page Layout**
  - a. In the **Page Setup** box, Click **Arrow** in bottom right corner



- a. Click **Portrait** or **Landscape**.

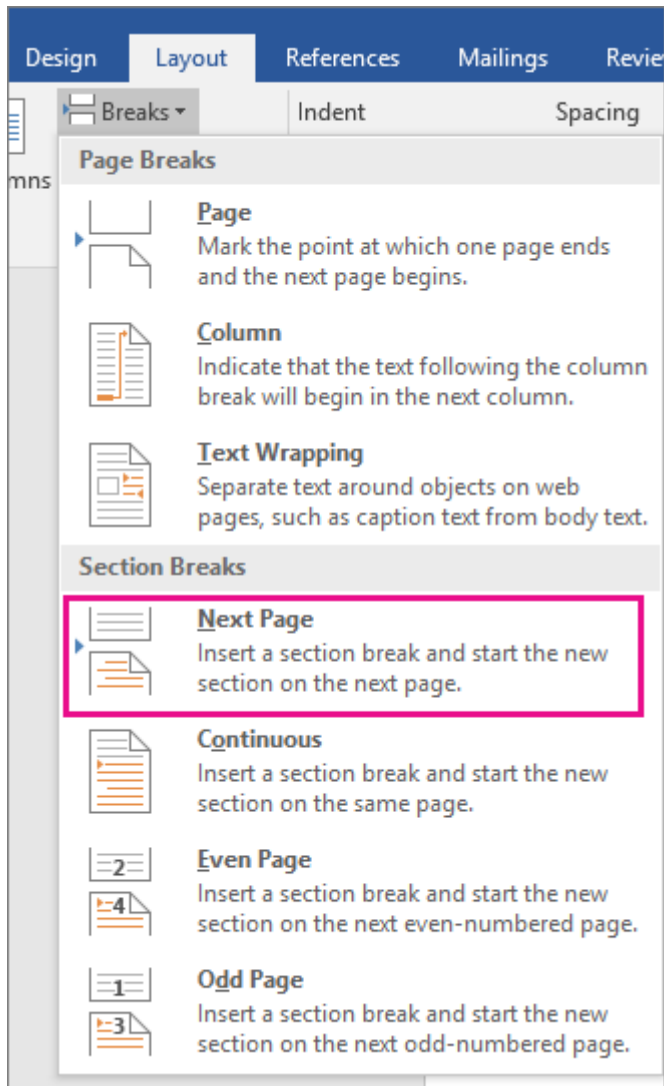


- b. If you have selected more than one page, (highlighted pages), you may get a pop-up box. If so,
- c. Click **Apply to:** (Choose appropriate selection) **Selected Text**, **This Section**, **Whole Document**, **This Point Forward**, etc.

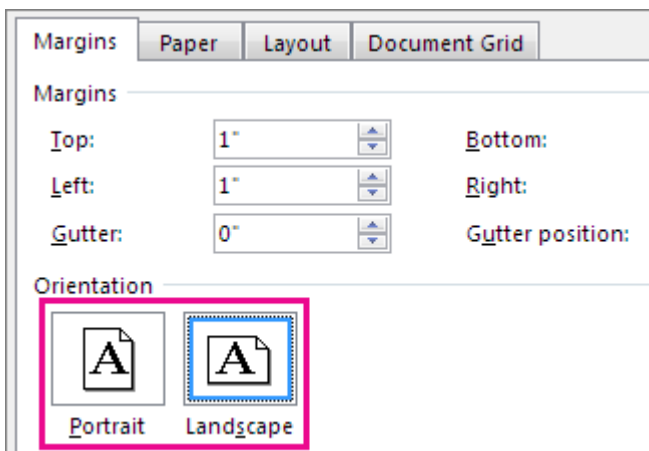


## Method 2

1. Select the pages or paragraphs whose orientation you want to change.
2. Add **section break** on the page before the orientation will change.
  - a. Place cursor at the bottom of that page
3. Click **Page Layout**
  - a. In the **Page Setup** box,
    - Click **Page Layout** > **Breaks** > **Next Page**



4. After you have added the section break(s)
  - a. Click on the page whose orientation you want to change
  - b. Click **Page Layout>Orientation**
    - Select either **Portrait** or **Landscape**



5. To change back to the other orientation, you will need to create another section break at the end of that page and repeat the process (above).