

Change orientation of single page

Microsoft Word 2003

Using sections breaks in Microsoft Word allows us to setup different formatting (Header, Footer, and Page Orientation) between sections

- 1. Go to the page you want to change the orientation of.
- 2. Select an area before the text on the page you want to change the orientation of.

Select an area before
the text; this is where
a section break will be
inserted.

LIBRARY OPENING HOURS

Note: These hours may change. For up-todate information, including public holiday hours, please see the Library website:

3. Go to Insert> Break...



4. Select Next Page, click OK

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OK Cancel

Page 1 of 3



Select an area immediately after the text on the same page

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5.	Go to Insert > Break	15 1	Seen sent to.		-	Select an area at the end of the text; this is where the last section break will be inserted.
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6.	Select Next Page , click	OK				

- Break ? X
- 7. The document is now separated into three sections, allowing us to apply a different formatting for each section
- 8. Select an area in the page that has a section break applied before and after it
- 9. Go to File > Page Setup

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- 10. The page setup dialog box will open
- 11. Change the orientation to landscape

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12. Click OK

13. Done!

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