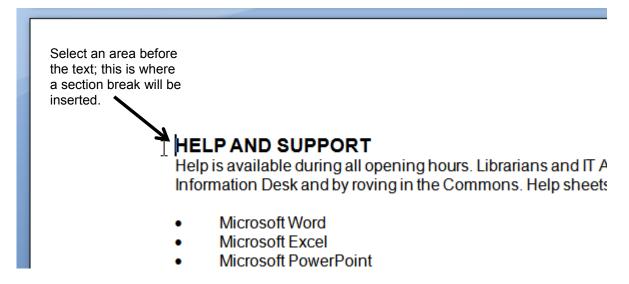


Change orientation of a single page

Microsoft Word 2007

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.

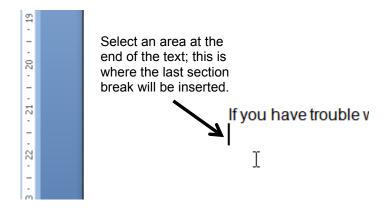


3. Go to Page Layout > Breaks > Next Page

Hom	e Insert Page	Layout Refer	ences N	Aailings Review View				
			Page Breaks	Watermark • Indent				
Themes	Margins Orientation	Size Columns		<u>P</u> age				
Themes		Page Setup		Mark the point at which one page ends and the next page begins.				
L 3 · 1 · 2 · 1 · 1 · 1 · 1 · 1 · 1 · 1 · Column								
				Indicate that the text following the column break will begin in the next column.				
~				Text Wrapping				
-				Separate text around objects on web				
				pages, such as caption text from body text.				
	Section Breaks							
		HELPAN		Next Page				
-		Help is avai		section on the next rage.				
-		Information						



4. Select an area immediately after the text on the same page



5. Go to Page Layout > Breaks > Next Page

	" ⊦	lome	Inse	ert Pag	e Layout	Refer	ences N	lailings	Review	View	
		- -					Breaks Page Brea	ks	Waterma	rk * Indent	
Th	emes 🖸]-	Margins	Orientation	n Size	Columns		<u>P</u> age			
Themes			Page S	ietup		Mark the point at which one page ends and the next page begins.			nas		
L		3 -	1.1.2.1	$0 \le 1 \le 0$	· A · ·	1111		Column			
-					Indicate tha		ollowing the c	olumn			
-	break will begin in the next column.										
82								Text Wrapp Separate te	-	bjects on web	
· -										text from bod	
21 -		If you have t Section Breaks									
-					Î,			Next Page	K		
22					-			Insert a sect section on t		and start the n ge.	ew
-											

- 6. The document is now separated into three sections, allowing us to apply a different formatting for each section
- 7. Select an area in the page that has a section break applied before and after it
- 8. Go to page layout > page setup

Home In	sert Page Layout	References	Mailings Re	view View			
Themes Colors ~ A Fonts ~ Colors	Margins Orientation	Size Columns	P⊟ Breaks ▼ S⊡ Line Numbers ▼ S be ^{a−} Hyphenation ▼	- H .	Page Page Color + Borders ackground	Indent ≹≣ Left: ≣∄ Right:	0 cm ‡ 0 cm ‡ Parag
		3 • 1 • 2 • 1 • 1	Black ar 7 cents is at the point o your budget	. You must ha		ccount crea	e.g. a \$10 p dit balance i



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

Page Setup			? 🔀				
Margins Pa	per Layout						
Margins							
<u>T</u> op:	3.17 cm 🍣	<u>B</u> ottom:	3.17 cm 🚔				
Left:	2.54 cm 🔶	<u>R</u> ight:	2.54 cm 🚔				
<u>G</u> utter:	0 cm 🚖	Gutter position:	Left 💌				
Orientation —		-					
A							
Portrait Pages —	Land <u>s</u> cape						
<u>Multiple page</u>	s: Normal	~					
Preview							
Apply to: Selected sections							
Default		OK	Cancel				

11. Click OK

12. Done!

