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).