

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

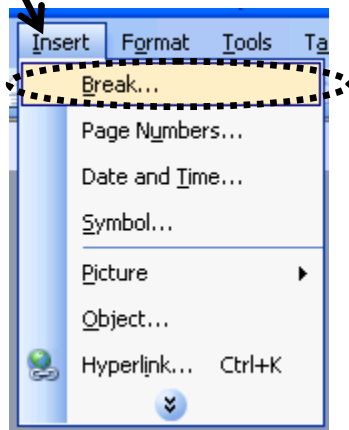
1. Go to the page you want to change the orientation of.
2. Select an area before the text on the page you want to change the orientation of.

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

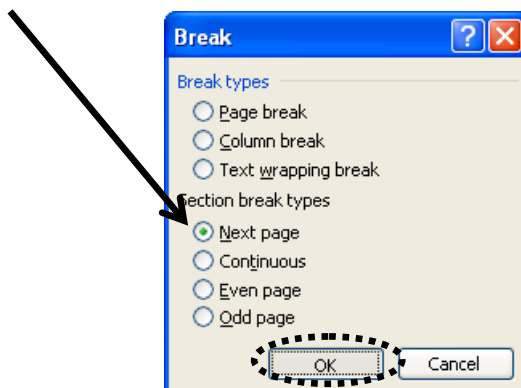
LIBRARY OPENING HOURS

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

3. Go to Insert > Break...



4. Select **Next Page**, click **OK**



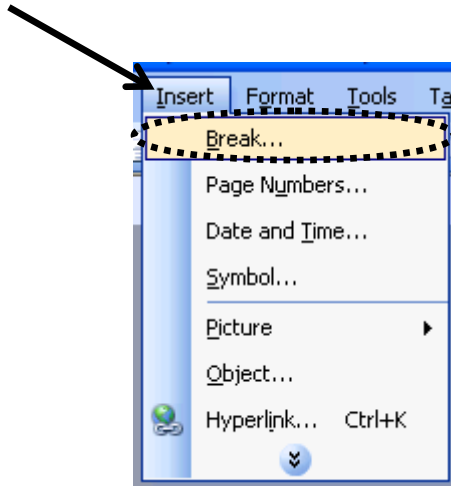


Select an area immediately after the text on the same page

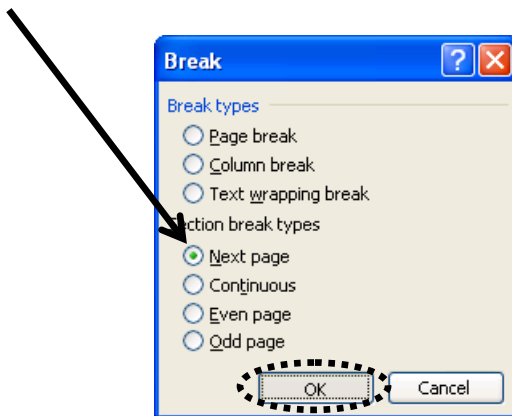
pop up informing you of the printer you
document has been sent to. |

Select an area at the
end of the text; this is
where the last section
break will be inserted.

- 5. Go to **Insert > Break...**



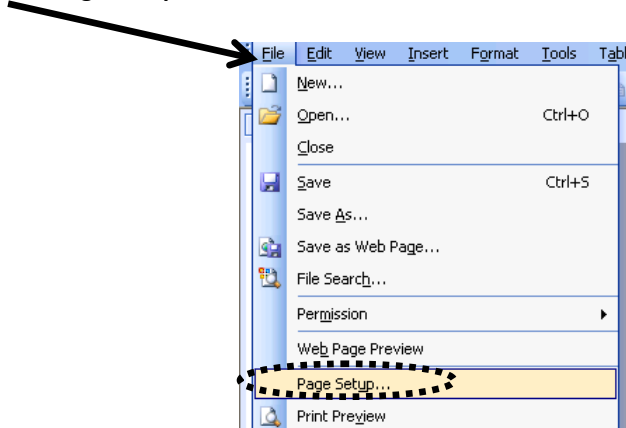
- 6. Select **Next Page**, click **OK**



- 7. The document is now separated into three sections, allowing us to apply a different formatting for each section

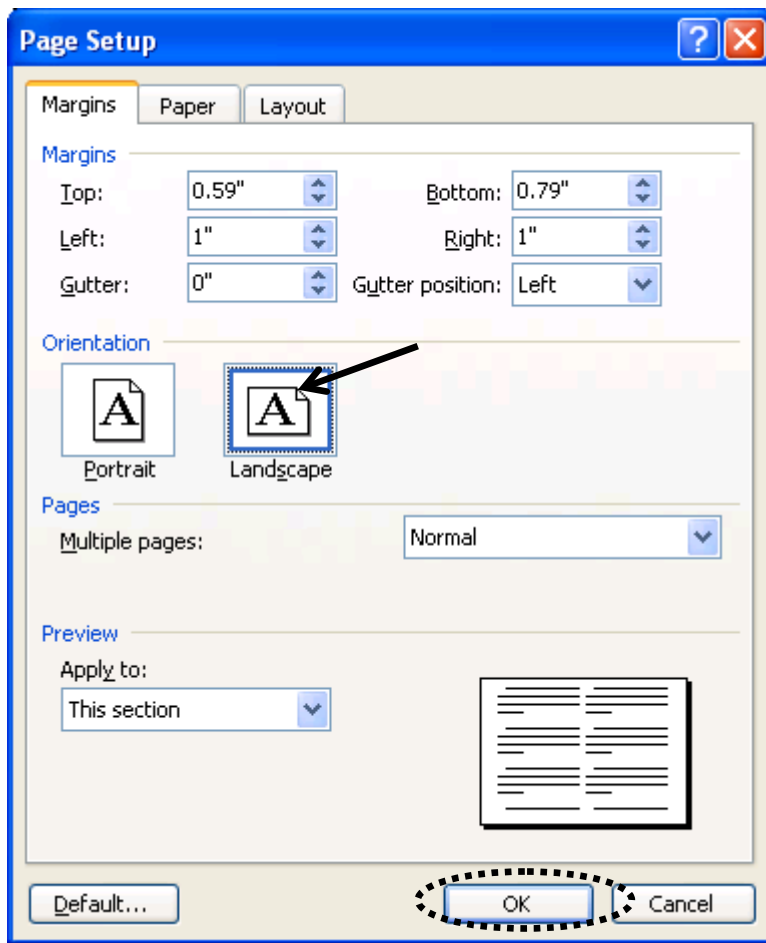
- 8. Select an area in the page that has a section break applied before and after it

- 9. Go to **File > Page Setup**





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



- 12. Click OK
- 13. Done!

