

Use section breaks in Word to change page orientation within the same document:

1. First, in the “Home” tab, go to the paragraph pane and select the paragraph button to reveal hidden formatting symbols. This will allow you to see the correct placement of your section breaks.

2. Now, move your cursor to the bottom of the page **prior** to where you want the page orientation change.

3. Go to the “Page Layout” tab.

a. In the “Page Setup” pane, click on the down-arrow next to “Breaks.”

b. In “section breaks” select “next page”

c. This will insert a section break for the next page.

4. To change the page orientation, make sure that your cursor is placed **after** the section break you just added. Next:

a. Go to the “Page Layout” tab.

b. In the “Page Setup” pane, click on the down-arrow underneath “Orientation.”

c. Select the page orientation that you want for that section.

5. To change the page orientation back, repeat steps 1 through 3.

Click here to see a video clip of the process:

<http://screencast.com/t/AsuwHt3dVj>