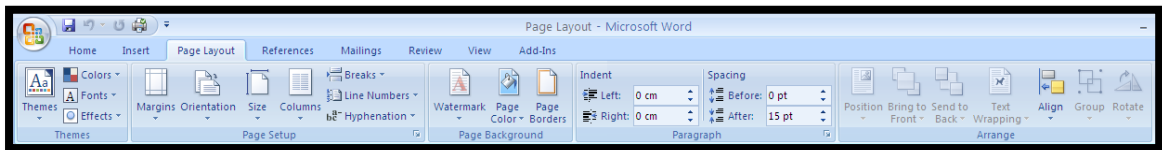# Need to Know IT

Page Orientation

The page orientation options are on the '**Page Layout**' ribbon.

Word documents are usually displayed in a 'Portrait' orientation. This can be changed to a landscape orientation to accommodate wider documents.

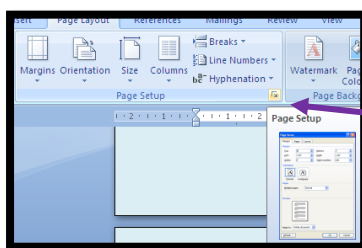## Changing the Orientation of the Entire Document

1. Select the '**Page Layout'** ribbon
2. Click the '**Orientation'** icon.

This opens a drop down menu. Click to select the required option.
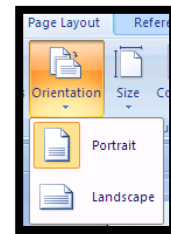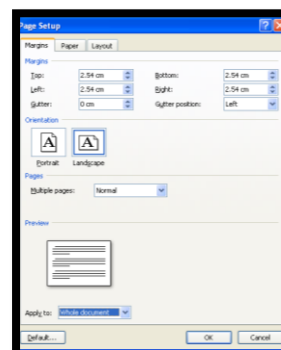

Changing the Orientation of a Single Page

Sometimes, it may only be necessary to change the orientation of a single page in a document. This is done using the '**Page Setup'** dialogue box.


1. Click to select the '**Page Layout'** tab.
2. Click the small, diagonal arrow in the bottom right hand corner of the '**Page Setup'** section.

3. **The** '**Page Setup'** dialogue box will open

The '**Page Setup'** box has 3 tabs – click the '**Margins'** tab if this is not already selected.

The '**Margins'** section is used to adjust the page margins. These can also be adjusted by clicking the '**Margins'** icon on the '**Page Layout** tab.
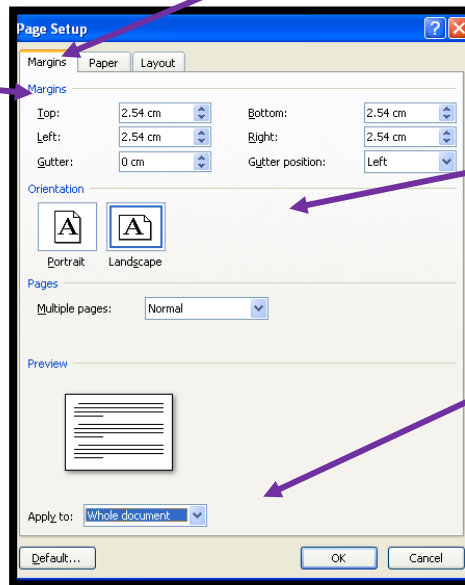

The '**Orientation**' section is used to select the required page orientation

The '**Apply to'** section is used to decide whether the changes are applied to the entire document or to part of the document.

The options available in the '**Apply to'** box vary according to whether text has been selected or not.
If text is not selected, the two available options will be to apply the change to either

- the whole document
- this point forward
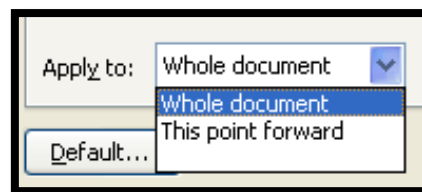
If the option '**This point forward'** is selected, all of the pages after the cursor will change to the new orientation. It may therefore be necessary to change subsequent pages back to the original orientation.

If text is selected, the orientation change can be applied to either the selected text or the whole document.
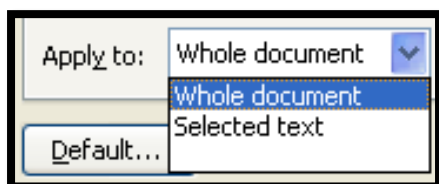
If the change is applied to the selected text, this will be the only text that changes to the new orientation.