TO CHANGE PAGE ORIENTATION FOR PART OF A DOCUMENT:

1. Click at the top of the first page of the section you want to change to place your cursor at the top of the page.
2. On the “Page Layout” tab, click the arrow next to “Breaks,” a menu will appear.
3. Select “Continuous” (see images below). This will allow you to make a change in formatting that will not affect previous portions of the document.

4. Next, on the same tab (page layout), select “Orientation” and then click “landscape.” This should change the orientation from that page forward.
5. Insert any charts, graphs, tables or images.
   *NOTE: if you want to go back to portrait orientation, you will need to repeat the steps to create another section break.

6. After printing, the “top” of landscape oriented pages will become the left margin. This means that that landscape margins should have 1 ½” at the top of the page and 1” margins everywhere else.