Set the Orientation for Individual Pages in your Document

- In this tutorial, you will use Custom Margin Settings to set individual pages of your document to Portrait or Landscape direction.

Locating the Margin Icon

To locate the **MARGIN ICON** button click on the **PAGE LAYOUT** tab on the ribbon. The **MARGIN ICON** button is found under the Page Setup section.

Setting an Orientation for an Individual Page

**Step 1:** Select the area of your document that you want to make a different orientation. Your selection will be highlighted in gray.
**Step 2:** Click the down arrow under the **MARGIN ICON**.

**Step 3:** Click on Custom Margins.
Step 4: A) The **Page Setup** window will appear opened to the first tab and the top of the page called Margins.

B) Choose the orientation you want for the highlighted area.

C) Use the drop down **Apply to**: and click on **Selected text**.

D) Click OK to apply your selections.
Shortcut Tip! Instead of using the Margins Icon button, you can click Alt+P, M (press all of these at the same time) to immediately open the Margins icon drop-down box.

Finish: After following the above steps, can change the orientation of a selected area in your document.