Orientation Icon: Set the Orientation for your Entire Document

- In this tutorial, you will locate the Orientation Icon to set your entire document to Portrait or Landscape direction.

Locating the Orientation Icon

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

Choosing an Orientation for the Entire Document

**Step 1:** Click the down arrow under the ORIENTATION ICON.

**Step 2:** Click on the orientation type you want for your document.
One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the

Shortcut Tip! Instead of using the button, you can click Alt+P, O (press all of these at the same time) to immediately open the orientation icon drop-down box.

Finish: After following the above steps, you can change the orientation for your entire document.

NEXT: How to set the Orientation of individual pages in your document.