

## Formatting different sections

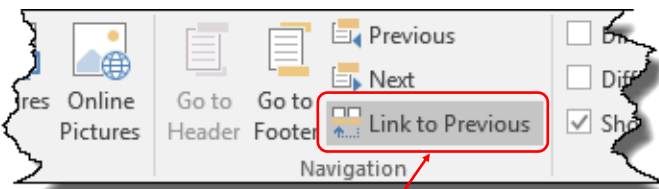
Word links the formatting options (e.g. page numbering / page layout) from your first section to the second section; from the second section onto the third section and so on. In order to have sections formatted differently, this link needs to be removed.

### Note:

See the self help guide '**Using Section Breaks**' to find out how to create different sections within your document.

### Removing 'Link to Previous'

1. Go to the section where you want to remove the link to the previous section. Double click into the header or footer area of your document. This opens the **Header & Footer Tools/Design** tab.



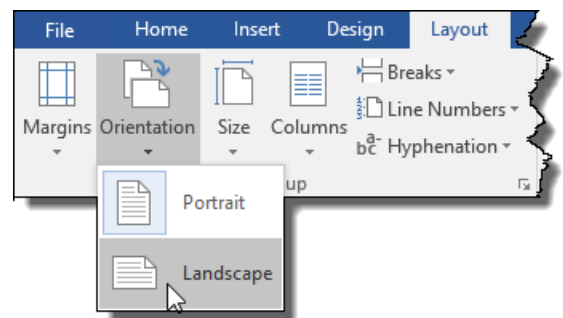
### Note:

If you have added page numbering before creating sections in your document, you will need to go into the different sections to delete or format the page numbers.


2. Click **Link to Previous** to remove the link to the previous section.
3. You can now format the 'unlinked' section independently of the previous one.

### Change the orientation of a section to landscape

1. Navigate to the section you would like to format.
2. If you want your document to continue in **Portrait**, insert another section break at the end of the section. You will have to remove **Link to Previous** in the next section.
3. Click on the **Layout** tab, then select **Orientation** in the **Page Setup** group. Selecting **Landscape** will change the orientation of the current section only.



### Note:

If you would like to change the orientation of the whole document, click the **Launcher icon**  in the **Page Setup** group. This opens the **Page Setup** dialog box.

Select **Landscape** in **Orientation**, and select **Whole document** from the **Apply to:** drop down list.

