

# How to create a page printed vertically and print horizontally on a Word document

Often when printing text, it will follow a horizontal or vertical print mode. So how to print alternately on Word?

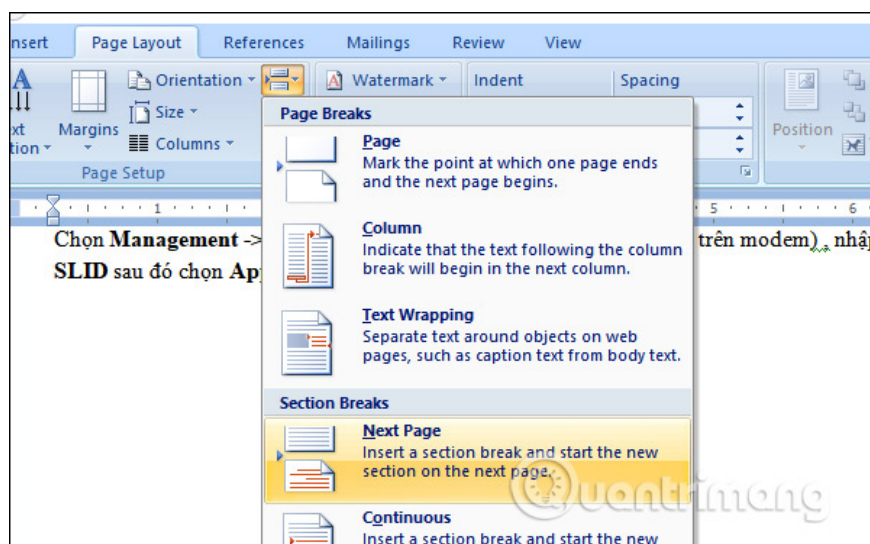
When printing Word documents, by default we will choose vertical or horizontal print mode for text. However, there will be a case where you have to print the interstitial view, which means printing vertically and horizontally on the same Word document. So how to print vertically and horizontally for 1 Word document. If you choose to print each page and choose the printing mode, it will take time. We can change the print mode right on Word.

1. How to print spreadsheets in Microsoft Excel
2. How to delete Footnote notes on the footer of the Word page

## Instructions for printing Word alternating mode

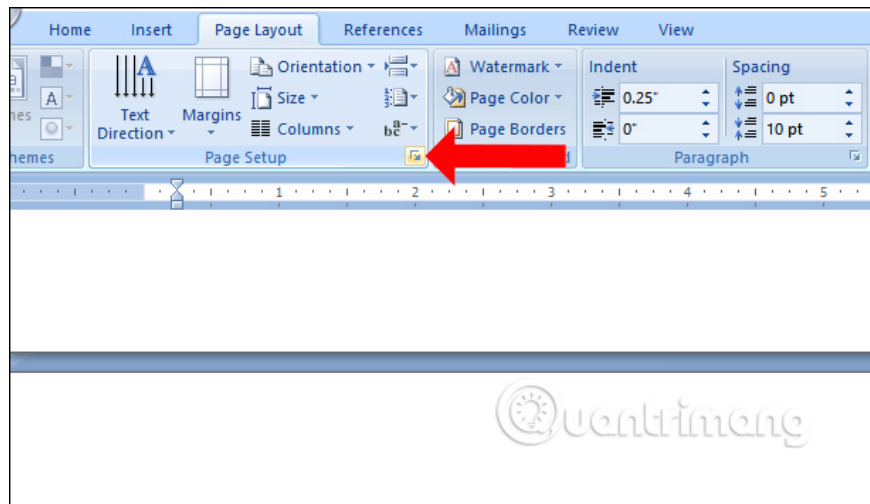
### Step 1:

In the Word document, navigate to the page you want to change the print mode from the other page and place the cursor in the last position for the previous page. Click on the **Page Layout** tab and choose to continue **Break**, click **NextPage** . Immediately the cursor will jump to the top of the page to change the print type and perform page breaks.



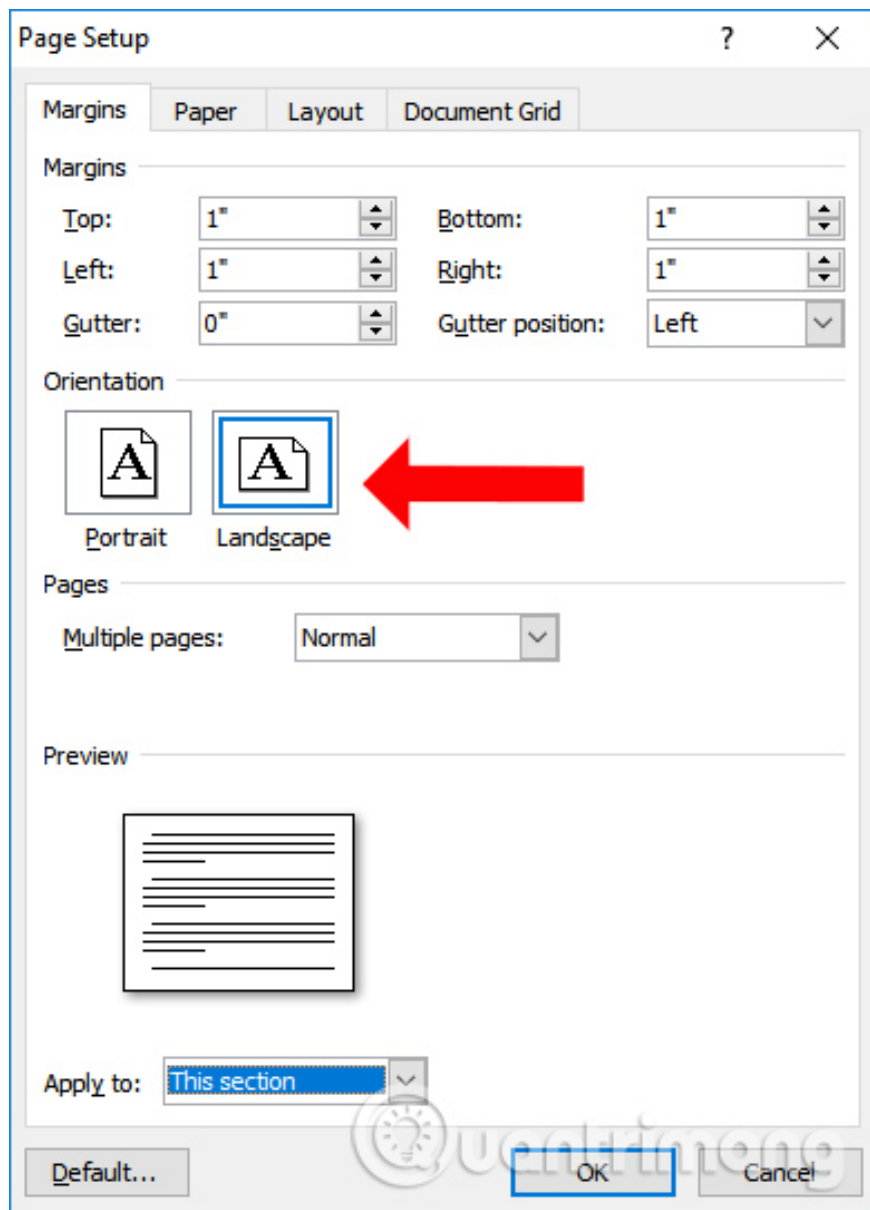
### Step 2:

Next at the page position to switch to horizontal printing mode, or print vertically, click on **the arrow icon at Page Setup** .

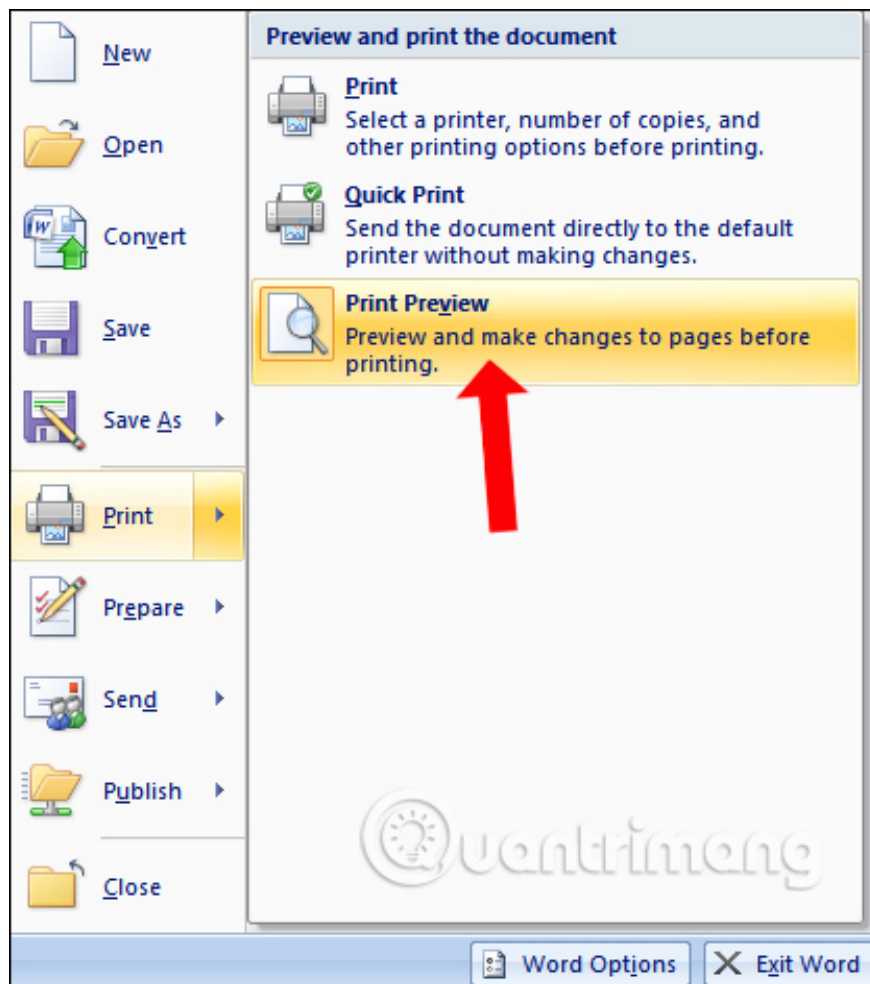


**Step 3:**

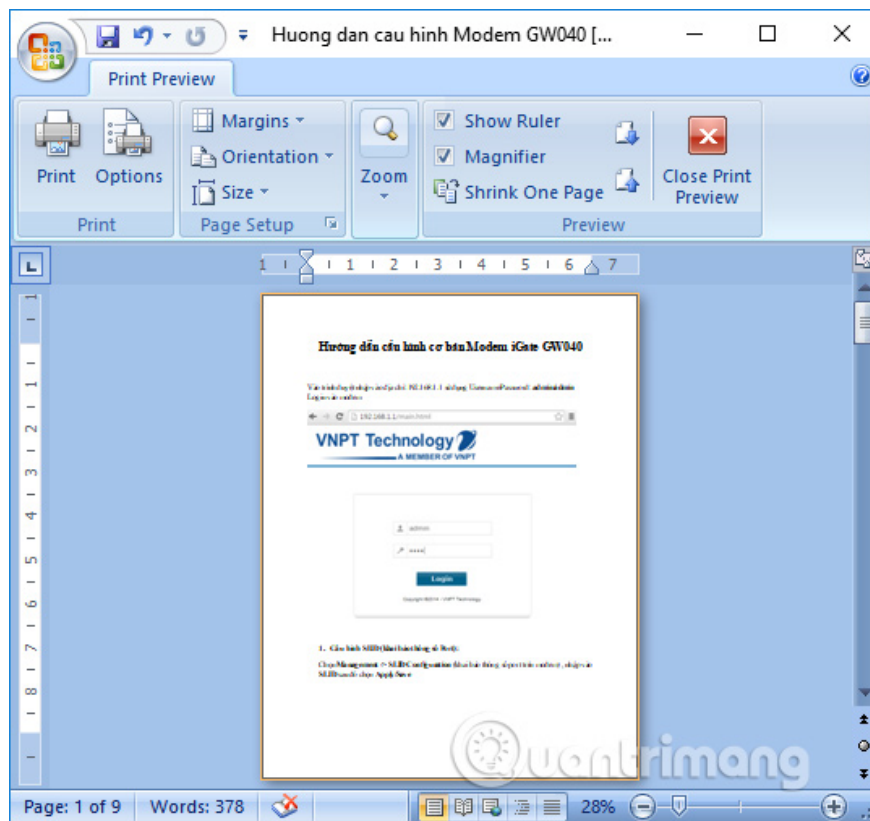
In the Page Setup interface, **Orientation** select Landscape landscape mode. Under Apply to select **This section** .



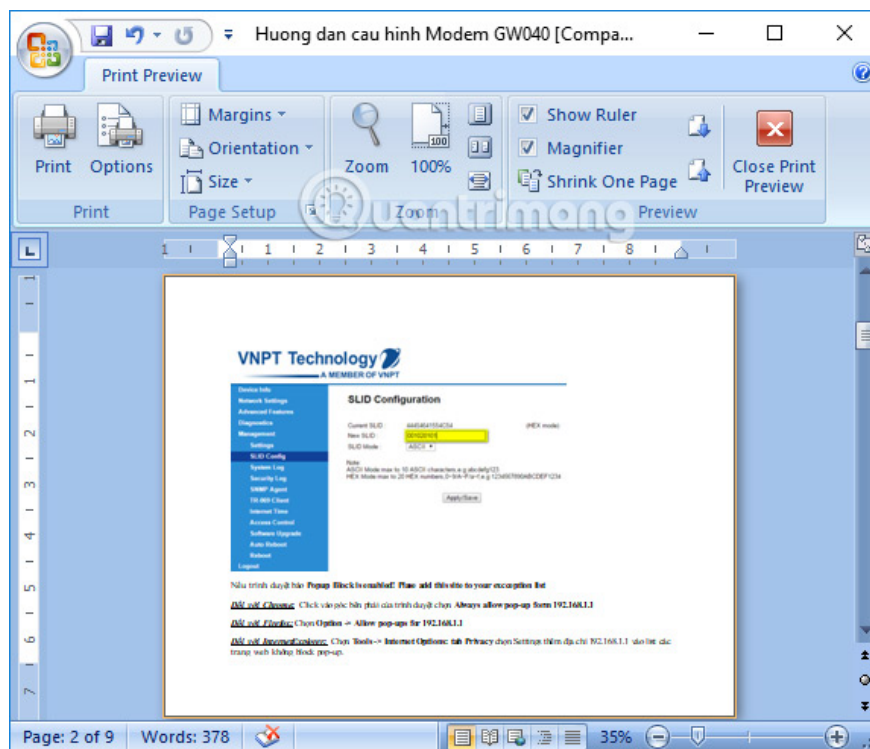
When you want to check if the printed Word page has changed, press Ctrl + P and then **click Print Preview**.



When you look, you'll see page 1 in portrait mode.



When switching to page 2, the print mode has switched to horizontal printing mode. We continue with the remaining pages if required. But remember that page breaks need to change the print mode to the previous one.



Adjusting the print mode on Word will help the printed document match the layout as well as the length of each page. The content of the pages will match the printout, as we set vertical or horizontal printing from before. As long as you remember the page break before selecting the mode, it is okay.

## Instructions for creating pages printed vertically and horizontally on Word

See more:

1. Instructions on how to create frames in Word 2007, 2010, 2013, 2016
2. How to adjust the size of Word table cells equally
3. Microsoft Word: How to create page title (Header) and footer (Footer)

I wish you all success!

You finished reading the article "**How to create a page printed vertically and print horizontally on a Word document**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.