

How to Rotate the Report Card Comments Page from Landscape to Portrait

Elementary Report Card consists of two pages, the student progress report page and the comments page. Both of which are landscape orientation. For easy review of the comments page, you can change the orientation of the Comments page to portrait before distributing the electronic PDF version to your Administrator for review.

1. Open a PDF file in Adobe Acrobat
2. From the Tools menu, select Pages, and then select Rotate
3. The rotate pages dialog box will display.
4. Set the direction of the rotation to Clockwise 90 degrees.
5. Set the Page Range to All.
6. From the Rotate list, Select Odd Pages.
7. Click OK.
8. All Comments pages should now display with portrait orientation.

