

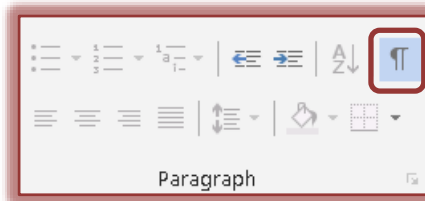
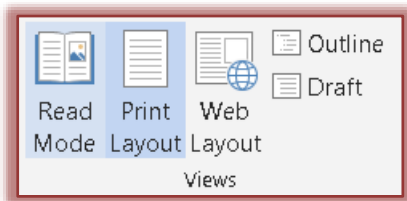
## Columns

Columns can sometimes make text easier to read. When this option is selected, Newspaper style columns are applied to the text. When a new Word document is created, the text is arranged in one column that spans the width of the page. However, it is possible to arrange text into two or more columns using the Columns option. Columns may be applied to a whole document, to a particular section, or to selected text.

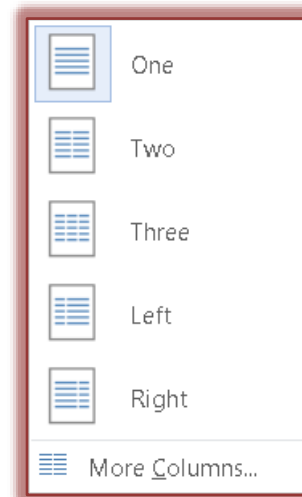
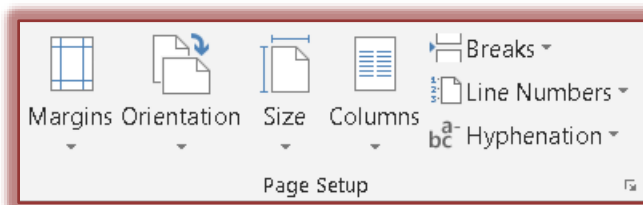
### Format a Document with Columns

It is possible to format a whole document into columns, selected text, a particular section of the document, or to choose **From this point forward** in the **Columns** dialog box to format the document into columns and insert a section break.

- ✦ Open the document that the columns are to be applied to.
- ✦ If necessary, switch to **Print Layout** view by:
  - ★ Clicking the **View Tab**.
  - ★ In the **Document Views Group**, click the **Print Layout** button (see illustration below left).

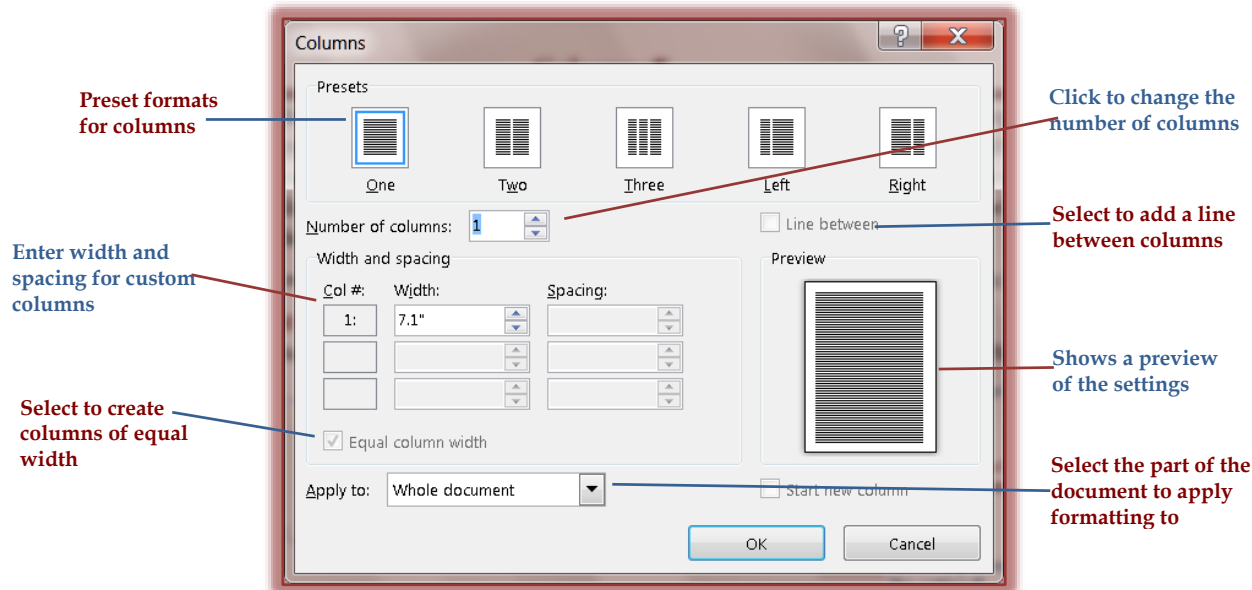


- ✦ Turn the **Show/Hide** feature on by:
  - ★ Clicking the **Home Tab**.
  - ★ In the **Paragraph Group**, click the **Show/Hide** button (see illustration above right).
  - ★ The tabs, paragraph marks, and other formatting features will be displayed in the window.
- ✦ Move the **Insertion Point** just before the text that the columns are to be applied to.
- ✦ Click the **Page Layout Tab**.
- ✦ In the **Page Setup Group**, click the **Columns** button (see illustration below left).



- ✦ A list of different column formats will display (see illustration above right).
- ✦ Click one of the options in this list, if desired, to apply the formatting to the whole document.

- ✦ To apply **Column** formatting to portions of a document:
  - ★ Click the **More Columns** link at the bottom of the **Columns** list.
  - ★ The **Columns** dialog box will display (see illustration below).



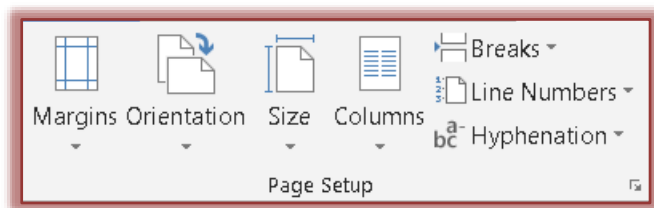
- ★ Under **Preset**, click the number of columns to be inserted.
- OR
- ★ Click the **Number of Columns** spinner arrow until the number of columns is displayed.
- ★ Under **Width and Spacing**, click the scrolling arrows to change the width of each column.
- ★ To make the columns equal widths, click the **Equal column width** check box.
- ★ To place a line between the columns, click the **Line Between** check box to activate it.
- ★ To apply the formatting from the insertion point to the end of the document, click the **Apply to** drop-down arrow and choose **This point forward**.
- ★ To apply the formatting to the whole document, accept the default of **Whole Document** under the **Apply to** area.
- ★ Click the **OK** button to activate the changes and close the dialog box.
- ★ If the option **This point forward** was chosen:
  - ✦ The column format would be applied to the document for all the text from the point where the insertion point was located to the end of the document.
  - ✦ Section Break (continuous) will appear before the text.

## Column Breaks

Columns will automatically break into the second column when the text won't fit into the first column. However, sometimes it is necessary to insert a break at a specific point in the column. This section explains how to insert column breaks and to balance columns in a document. Balancing columns in a document will make two or more columns the same length at the end of the document.

- ✦ To insert a break at the end of a column:
  - ★ Place the **Insertion Point** at the location where the column needs to break.
  - ★ Click the **Page Layout Tab**.
  - ★ In the **Page Setup Group**, click the **Breaks** button (see illustration next page left).
  - ★ A gallery of **Page Breaks** will appear (see illustration next page right).

- ★ Click **Column** in the list.
- ★ This will move the text to the next column.



**Page Breaks**

**Page**  
 Mark the point at which one page ends and the next page begins.

**Column**  
 Indicate that the text following the column break will begin in the next column.

**Text Wrapping**  
 Separate text around objects on web pages, such as caption text from body text.

**Section Breaks**

**Next Page**  
 Insert a section break and start the new section on the next page.

**Continuous**  
 Insert a section break and start the new section on the same page.

**Even Page**  
 Insert a section break and start the new section on the next even-numbered page.

**Odd Page**  
 Insert a section break and start the new section on the next odd-numbered page.

- ✚ To balance the columns (make them all the same length):
  - ★ Click at the end of the last column in the document.
  - ★ Click the **Page Layout Tab**.
  - ★ Click the **Breaks** button.
  - ★ Click the **Continuous** option button under the **Section Break** area.
  - ★ The columns should adjust so they are all the same length.