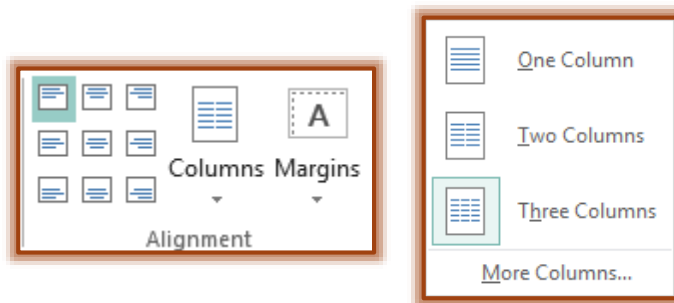
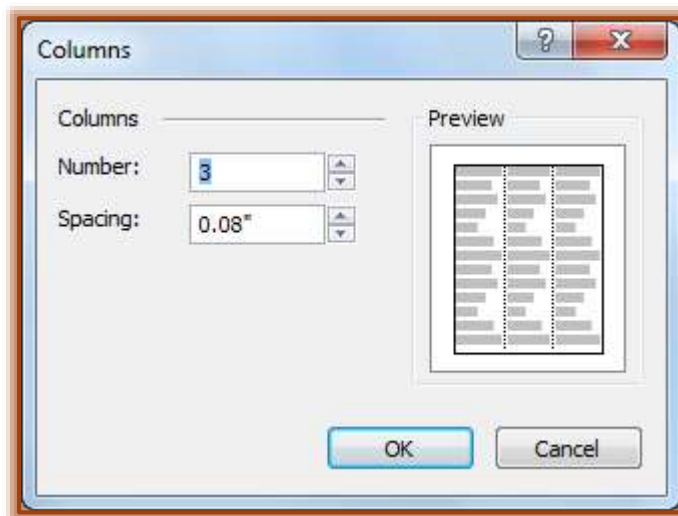


Columns

- ✚ Click the **Text Box** where the **Columns** are to be applied.
- ✚ Click the **Text Box Tools Format Tab**.
- ✚ In the **Alignment Group**, click the **Columns** button.



- ✚ The options here are:
 - ☆ **One Column**
 - ☆ **Two Columns**
 - ☆ **Three Columns**
- ✚ To apply additional Column formatting click the **More Columns** link.
- ✚ The **Columns** dialog box will display (see illustration below).



- ✚ Do one of the following:
 - ☆ Click the **Number** up or down arrows to indicate the number of columns that are to be inserted into the frame.
 - ☆ Type the number of columns that are to be inserted into the frame.
 - ☆ Click the spinner arrow for **Spacing** to indicate the amount of space between each column.
- ✚ Click **OK** to exit the dialog box and accept the changes.