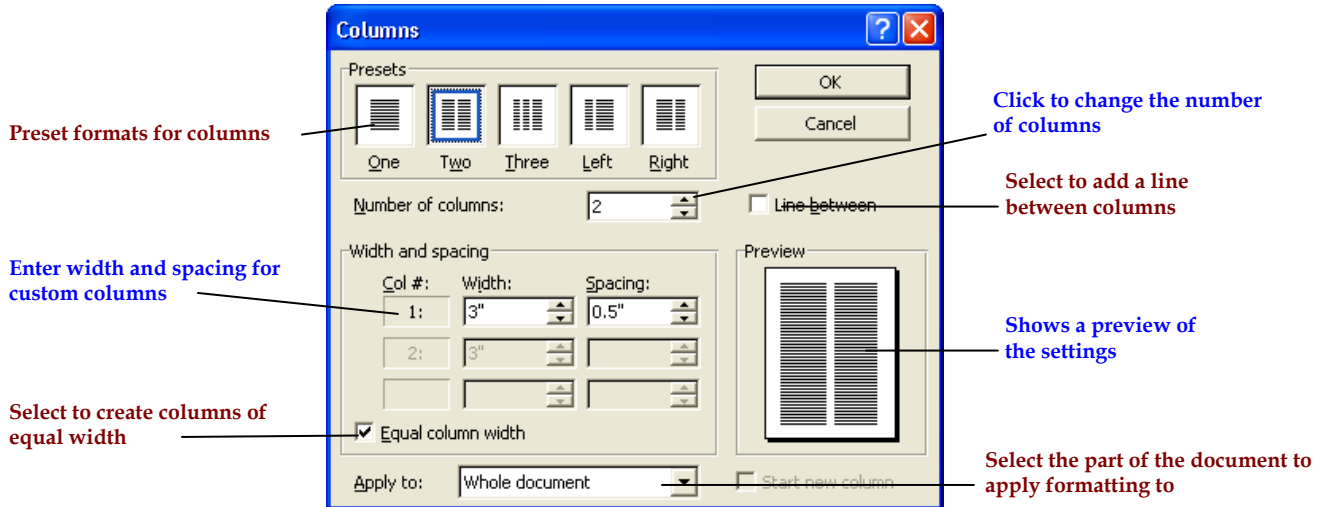


Columns

Columns can sometimes make text easier to read. When this option is selected, Newspaper style columns are applied to the text. It is possible to select from several types of Newspaper columns when using the Columns dialog box. 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.

The illustration below shows the Columns dialog box with a brief explanation of each feature.



Formatting 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. Columns can be created by clicking the **Columns** icon on the **Standard** toolbar or using the **Format, Columns** option on the **Menu Bar**.

- ❖ Open the document that the columns are to be applied to.
- ❖ If necessary, switch to **Print Layout** view by:
 - Clicking **View** on the **Menu Bar**.
 - Choosing **Print Layout** from the list of options.
- ❖ Turn the **Show/Hide** feature on by pressing the **Show/Hide** button on the **Standard** toolbar (see illustration at right). This button appears just before the **Zoom (100%)** button on the **Standard** toolbar.
- ❖ Move the **Insertion Point** just before the text that the columns are to be applied to.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Columns** from the list of options.
- ❖ Do one of the following:
 - Click one of the options under the **Presets** area.
 - Specify the number of columns in the **Number of Columns** box. This can be done by:
 - Selecting the number in the box and inputting a new number.
 - Clicking the scrolling arrows at the end of the box.
- ❖ 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 will be applied to the document for all the text from the point where the column started to the end of the document.
 - Section Break (continuous) will appear before the text.

Column Breaks

Columns will automatically break into 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:
 - Click **Insert** on the **Menu Bar**.
 - Choose **Break** from the list of options.
 - The **Break** dialog box will appear (see illustration at right).
 - Choose **Column Break**.
 - This will move the text to the next column.
- ❖ To balance the columns (make them all the same length):
 - Click at the end of the last column in the document.
 - Click **Insert** on the **Menu Bar**.
 - Click **Break**.
 - Click the **Continuous** option button under the **Section Break** area.
 - The columns should adjust so they are all the same length.

