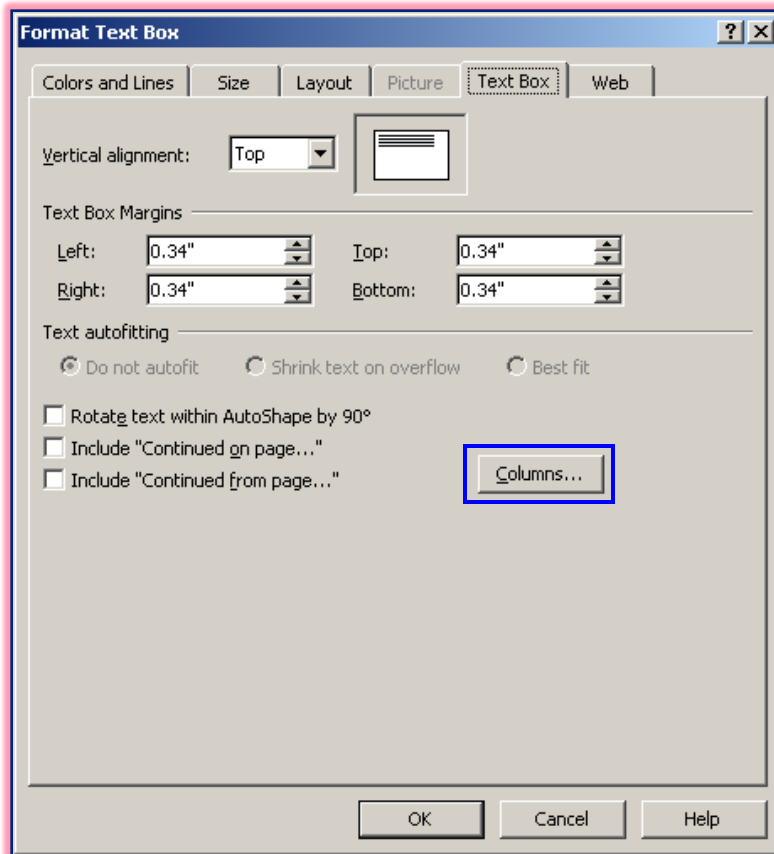


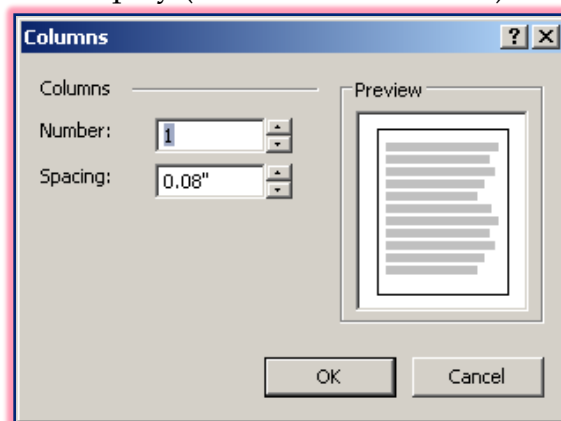
Columns

Inserting Columns in a Text Box Frame

- ❖ Right-click within the text box where the columns are to be inserted.
- ❖ Click **Format Text Box**.
or
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Text Box** from the list of options.
- ❖ The **Format Text Box** dialog box will open.
- ❖ Click the **Text Box** tab (see illustration below).



- ❖ Click the **Columns** button.
- ❖ 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.