

Creating Columns

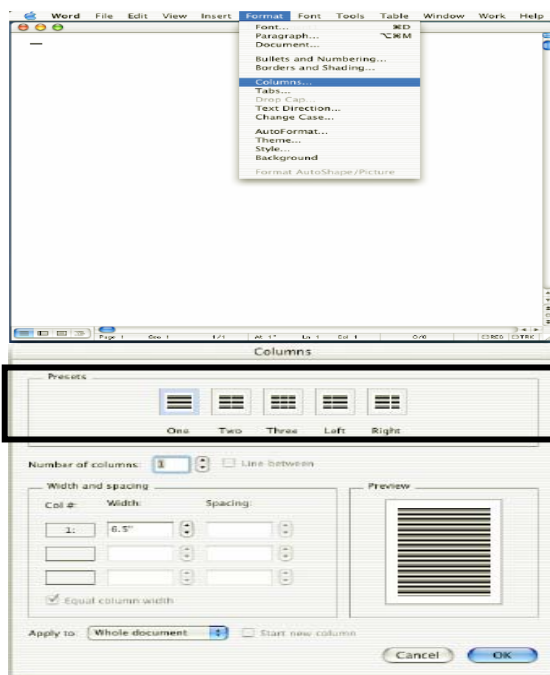
Displaying text in columns can help make your documents easier to read. You can create one, two or three columns of equal size. You can also create two columns and have one column wider than the other. Using one wide column can add an interesting visual effect to your document.

You can have Word display a vertical line between the columns.

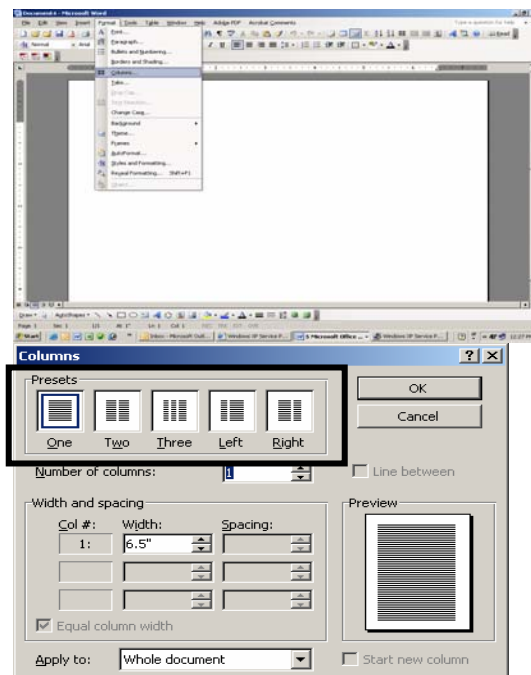
To create columns for only part of your document, you must divide the document into sections.

I. Inserting Columns

1. Click in the document where you want to insert the columns.
2. Click **Format** on the menu bar and select **Columns**.



Mac User



PC User

The Columns dialog box appears on your screen.

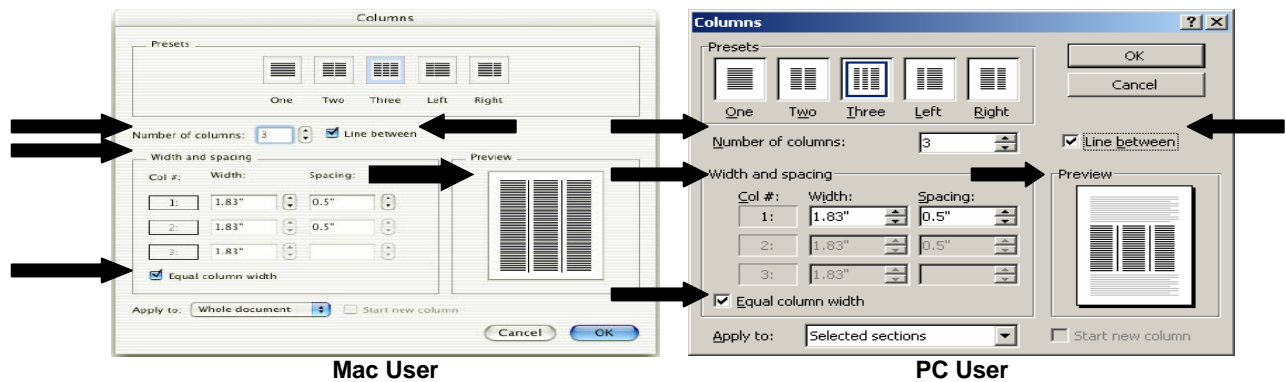
3. In the **Presets** section, select the column format you want to use.



Tip

If you wish to create more than three columns, in the **Number of Columns** box enter the number of columns you want to create.


- To place a line between the columns, click in the **Line Between** box to activate.



- In the **Width and Spacing** section, it allows you to adjust the width of each column and the spacing between the columns. Or click in the **Equal Column Width** box and Word will automatically set the width and spacing of the columns.
- Word allows you to preview your selections in the **Preview** section. Click the **OK** button to apply the settings.



Tip

To quickly create columns of equal size, click the  **Columns** button located on the standard toolbar and select the number of columns you want to create.

Also, once you click the **Columns** button keep holding down the mouse button and drag your mouse across the

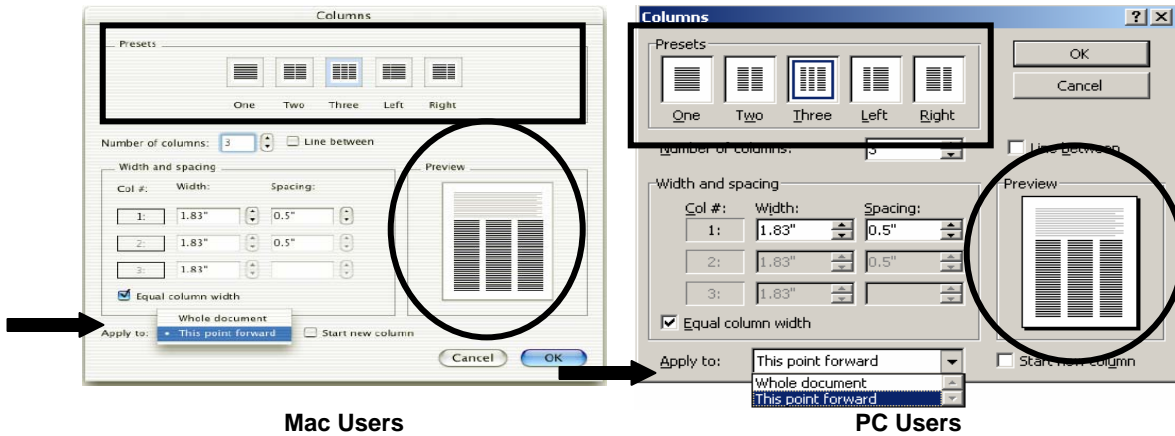
II. Formatting Columns

You can modify column formatting by specifying if the columns will appear in the beginning, middle or end of your document.

- Place cursor where you want the columns to appear.
- Click **Format** on the menu bar and select **Columns**.

The Columns dialog box appears on your screen.

3. In the **Presets** section, select the column format you want to use.
4. Click the **Apply To** drop down ▼ arrow and select **This Point Forward**.



The **Preview** section displays how your document will appear.

5. Click the **OK** button to apply.

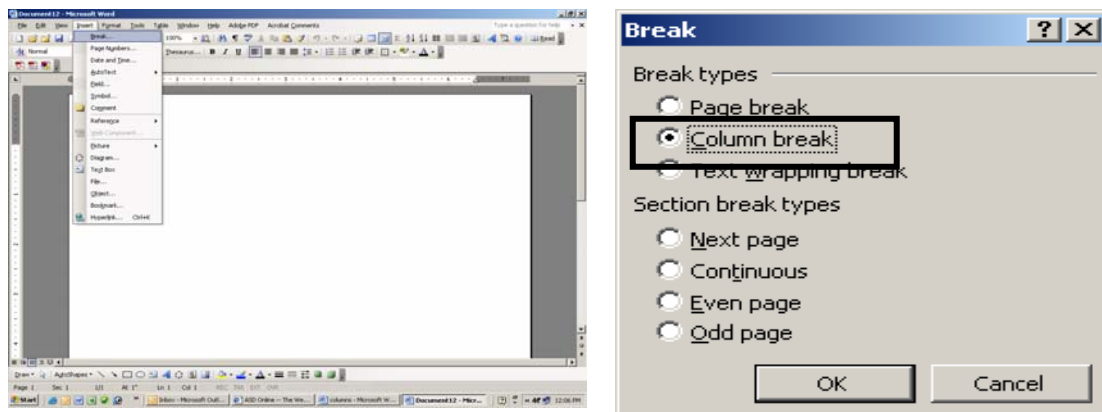
III. Column Breaks

Text in newspaper columns flows the same way as text in regular paragraphs. You enter and edit text in columns just as you do any other Word text. By default, the columns will be balanced to occupy the same amount of space.

To move text from one column to the top of the next column, you can insert a column break which will distribute the text equally between the columns.

PC Users:

1. Place cursor to the left of the first character of the word that you want to move to the next column.
2. Click **Insert** on the menu bar and select **Break**.

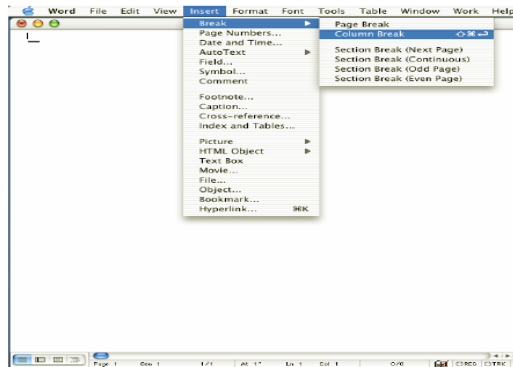


The Break dialog box appears on your screen.

3. In the **Break Types** section, select **Column Break** and click the **OK** button to apply.

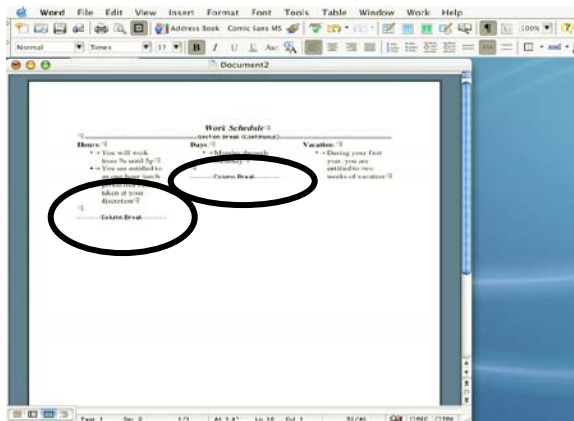
Mac Users:

1. Place cursor to the left of the first character of the word that you want to move to the next column.
2. Click **Insert** on the menu bar and select **Column Break**.

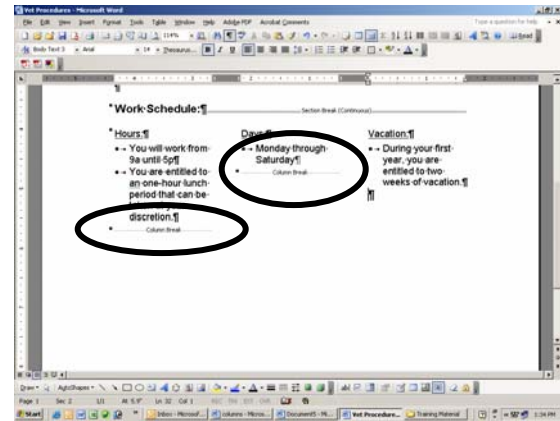


IV. Remove Column Breaks

1. Click the ¶ **Show/Hide** button on the toolbar to display nonprinting characters.



Mac Users



PC Users

2. Locate the single dotted lines representing the column breaks.
3. Click on the single dotted line and press the **Delete** key on your keyboard.

V. Remove Columns

1. Click the ¶ **Show/Hide** button on the toolbar to display nonprinting characters.
2. Locate all the single dotted lines representing the **Column Breaks**.
3. Click on the single dotted line and press the **Delete** key on your keyboard.

4. Locate all the double dotted lines representing **Section Breaks**.
5. Click on the double dotted line and press the **Delete** key on your keyboard.
6. Click on **Edit** on the menu bar and select **Select All**. The entire document will be selected.
7. Click on **Format** on the menu bar and select **Columns**.
8. In the **Presets** section, select **One Column** and press the **OK** button.