

Working with Columns

Columns can help to separate sections of your document and make them look more inviting to read. The length of a line of text inside the columns is shortened, therefore making it easier to read. Columns are a good way to separate sections of your document on one page. For example, when creating a newsletter or bulletin, columns will give a more professional look. The following instructions show you how to create, modify, and delete columns in your document.

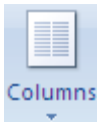
Creating Columns

By creating columns, you are creating a separate section in your document. Therefore, any formatting changes such as margins, indents, or headers and footers that you make to the column text affect only the section, not the entire document. You can create columns that span a single page or the entire document. Using the *Ribbon* to create columns is quick and easy, whereas the *Columns* dialog box offers more options for modification.

Creating Columns: In the Entire Document

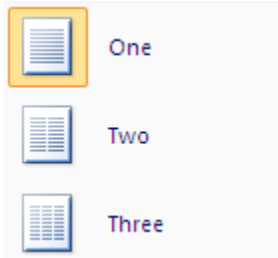
Adding columns using the *Page Layout* command tab is an easy way to put columns into your document. If *Columns* command is not visible, make sure the *Page Layout* command tab is selected on the *Ribbon*.

1. Place your insertion point in the document where you want the columns
2. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



A submenu appears.

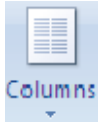
3. Select the desired number and style of columns



Creating Columns: On Selected Text

To create columns on selected text only, use the *Advanced* option within the *Columns* submenu, which brings you to the *Columns* dialog box. Using the *Columns* dialog box gives you more options for modifying columns than using the *Ribbon* option. With the dialog box, you can adjust the width and spacing of columns. In addition, the dialog box allows you to create up to 45 columns depending on the size of your paper; however, standard paper allows only 12 columns.

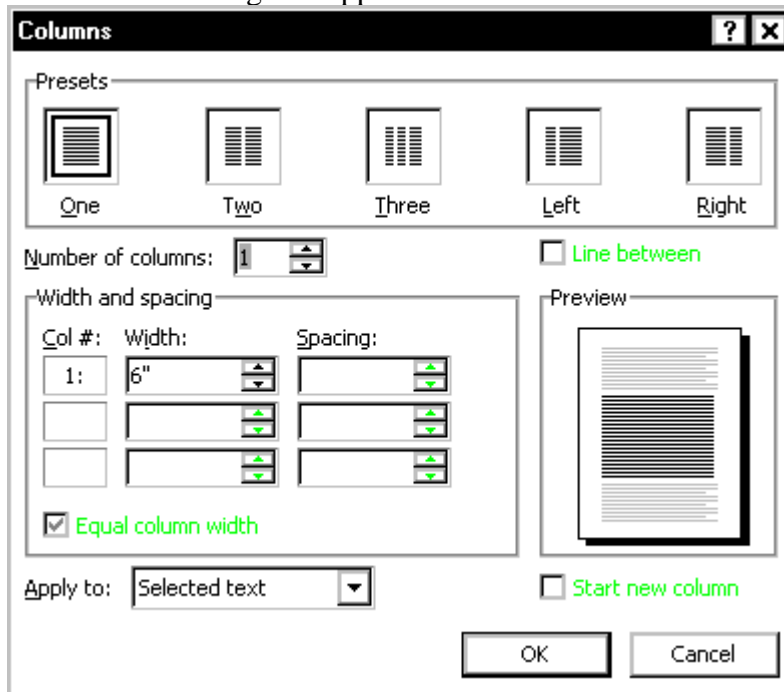
1. Select the text to be formatted into columns
2. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



The *Columns* menu appears.

3. From the *Columns* menu, select *More Columns ...*

The *Columns* dialog box appears.



4. To select the number of columns, in the *Number of columns* text box, type or use the nudge buttons for the appropriate number

OR

Under *Presets*, select the appropriate option

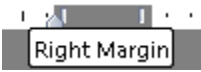
NOTE: Options *One*, *Two*, and *Three* will give you columns with equal width. Options *Left* and *Right* will give you two columns with unequal width.

5. From the *Apply to* pull-down list, select **Selected Text**
NOTE: Your choices will depend upon whether you selected the text or placed your insertion point in the text to create columns.
6. Click **OK**
The columns are applied to the selected text only.

Modifying Columns

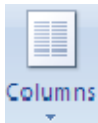
There are several different options you can use to modify your columns to make them appear exactly how you want them. The following section provides instructions on how to adjust column width, add lines, insert column breaks, and level column endings.

Adjusting Column Width: Ruler Option

1. Place the insertion point in any column of text
2. Move the insertion point over any margin boundary on the ruler so that it turns into a double arrow
A screenshot of a ruler with a double arrow cursor pointing to the right margin boundary. The text "Right Margin" is visible below the ruler.
3. Click and drag the column boundary for the appropriate column width
NOTE: The width will be adjusted for the two columns on either side of the column boundary.

Adjusting Column Width: Column Dialog Box Option

1. Select the text to be formatted into columns
2. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



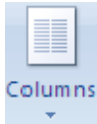
The *Columns* menu appears.

3. From the *Columns* menu, select **More Columns...**
The *Columns* dialog box appears.
4. OPTIONAL: To create columns of unequal width, make sure that **Equal column width** is not selected
5. Under *Width and spacing*, type values for the column attributes you want to change or use the nudge buttons for the appropriate value.
NOTE: The *Width* will alter the width of the column and the *Spacing* will alter the space between the columns.
6. Click **OK**

Adding Lines

Adding lines between columns adds creativity and design to your document. You may want to add lines to your column if you are following a style similar to that of a newsletter or bulletin. This feature automatically adds lines between all columns.

1. Place the insertion point within the column text
2. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



The *Columns* menu appears.

3. From the *Columns* menu, select **More Columns...**
The *Columns* dialog box appears.
4. Select **Line between**
5. Click **OK**

Inserting Column Breaks

Insert a column break when you want to force the end of a column and the beginning of another.

1. Place the insertion point at the point in the text where you want the column to break
2. From the *Page Layout* command tab, within the *Page Setup* section, select **Breaks »**
select **Column**

Balancing Column Endings

When using columns, often the text in the last column is of uneven length with the previous column. Inserting a continuous column break will balance the column lengths, giving your document a finished, professional look.

WARNING: These instructions may have inconsistent results if you have any of the following *Paragraph* options selected: *Widow/Orphan control*, *Keep lines together*, *Keep with next*.

1. Place the insertion point after the last character in the last column
2. From the *Page Layout* command tab, within the *Page Setup* section, select **Breaks »**
select **Continuous**

Deleting Columns

You can choose to delete all columns in a document or only a section of columns.

Deleting All Columns: Page Layout Command Tab Option

From the *Edit* menu, select *Select All*

1. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**

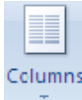


The *Columns* menu appears.

2. From the *Columns* menu, select *One*

Deleting Columns from a Section: Page Layout Command Tab Option

1. Select the text that you want changed to one column
2. From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



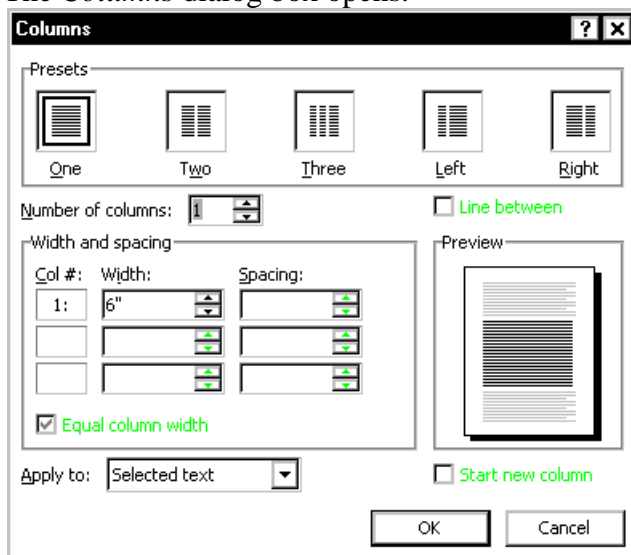
The *Columns* menu appears.

3. From the submenu list, select *More Columns ...*
The *Columns* menu appears.
4. Within the *Presets* section, select *One*
5. In the *Apply To* pull-down list, select *Selected Text*
6. Click **OK**

Deleting Columns: Dialog Box Option

To access the Columns dialog box:

1. From the *Page Layout* command tab, click *Columns* » select *More Columns ...*
The *Columns* dialog box opens.



Deleting All Columns

1. From the *Home* command tab, in the *Editing group*, select *Select » Select All*
OR
Press [Ctrl]+[A]
2. Open the Columns dialog box
3. From the *Presets* list, select *One*
4. Click **OK**

Deleting Columns from a Section

1. Select the text that you want changed to one column
2. Open the Columns dialog box
3. From the *Presets* list, select *One*
4. From the *Apply To* pull-down list, select *Selected Text*
5. Click **OK**

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