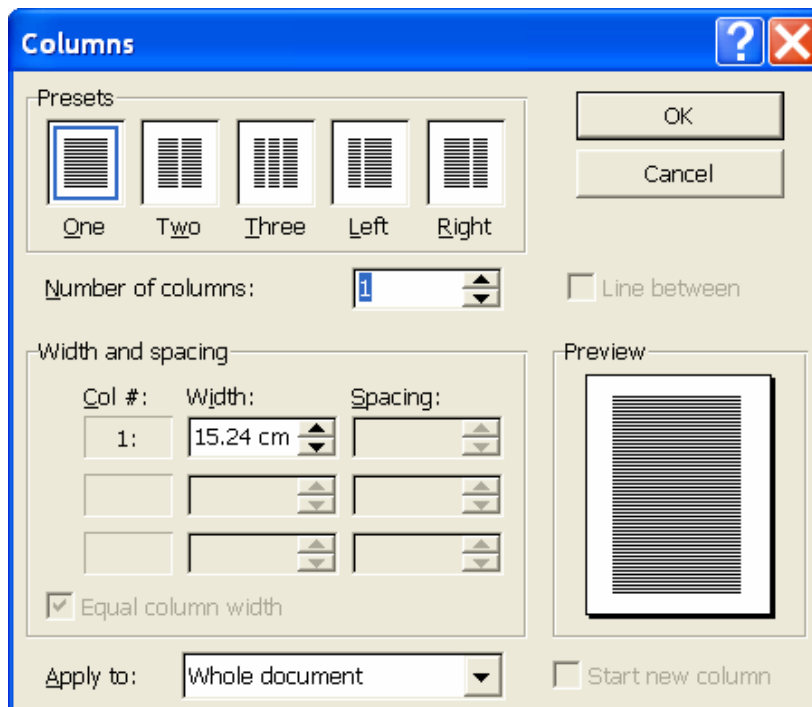


## Setting up Columns in Word

It is an easy matter to create snaking columns or 'newspaper' (that is columns in which text flows down the column and then carry on at the top of the next column and so on) in Word, however it should be noted that they only display correctly in *Print Layout* and *Print Preview* views. You can have the whole document in columns or just part of a document.

### Setting up Columns for the Whole Document

If the whole of your document is to be in columns then either just click on the [Columns] icon and drag out the number of columns you need. Alternatively click on the [Format] menu and select [Columns].



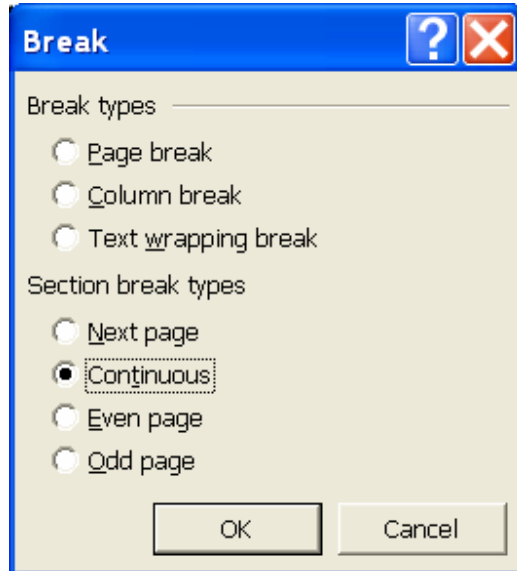
Click on the number of columns required, in this example, two. You can choose whether to have columns of equal or unequal width. Once you have set up your widths click on [OK]. Your document is now set up ready for you to begin typing.

### Setting up Columns for Part of a Document

Before you can create columns in part of a document, you will need to create a *Section Break*. To create columns follow the steps below.

- Make sure you are in *Normal* view.
- Click at the point where you want to place the section break.

- Create a *Section Break* by clicking on the [**Insert**] menu, then on [**Break**] and finally on [**Continuous**] in the dialog box.



- Now click on [**OK**].
- The Section will be denoted by a double line across the page containing the words '*Section Break (Continuous)*'.
- Move the Insertion Point to within the section if necessary.
- Click on the [**Format**] menu, and then on [**Column**]. A dialog box will open.
- Click the number of columns required (generally 2 or 3) and then click [**OK**]. (You could also click on one of the icons at the top of the dialog box.)
- Type your text as normal.

Instead of clicking on the *format* menu above you could click on the [**Column**] icon and drag across the number of columns you require.

If you wish to return to single column text after creating some columns you must insert another Section Break as described above and select 1 as the number of columns.

If you are working in *Normal* view you will see the *End of Section* marker on the screen. If you are working in *Print Layout* view click on the [**Show/Hide**] icon to show the Section Breaks together with paragraph markers, etc.

### **Creating Columns in Existing Text**

If you wish to enter some columnar text in the middle of an existing document, you must insert two section breaks and move the Insertion Point to within the empty section before applying the column formatting commands. If you do not do this all the following text will be converted into columnar format.

**Likewise if you wish to change existing text into columnar text in the middle of an existing document, create a section break before and after the text to be converted before applying the column commands. The Insertion Point must be in the section to be converted.**

### **Columns - An Example**

Try creating 2 column text followed by single column text using the example below.

- Insert the first Continuous Section Break as described above and press <Return>.
- Click on the [Column] icon and drag out 2 columns.
- Type in the example text.
- Insert the second Continuous Section Break.
- Press <Return> once.
- Click on the [Column] icon and dragging out 1 column.
- Type in the final piece of text, which will be single column.
- Now enter the following text.

The following is an example of columnar text shown in *Print Layout* with *Show/Hide* switched on.

Before I started I inserted a Continuous Section Break, moved the Insertion point below it and then selected 2 columns by clicking on the Column icon. ¶  
¶.....Section Break (Continuous).....¶  
The number of registered students. It does not include students at the Berkshire College of Nursing. Registration Fee. Students on and Midwifery and students registered self-financing courses and for external degrees. Occasional Students (including those on JYA and ERASMUS programmes) ¶  
University of Reading Randolph-Macon Woman's College, includes full-time and part-time the Royal Agricultural College, students and those who pay the Cirencester, Gyosei International Supervision, Working Away or College, ¶  
¶  
To return to single column text I need to insert a second Continuous Section Break. ¶

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