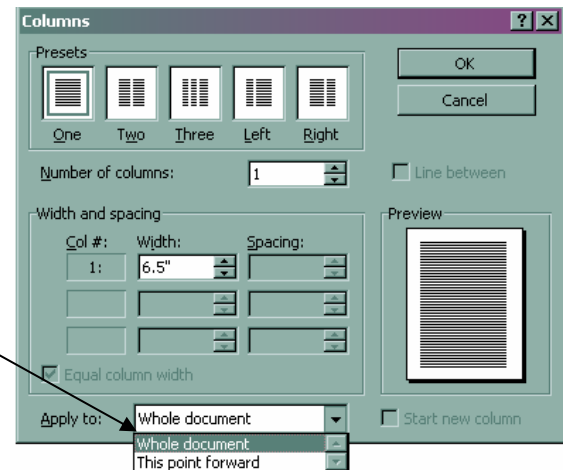


Using Columns in Word XP

The column feature is useful for creating documents such as newsletters, pamphlets, brochures, lists, or articles. With the columns feature when the first column is filled up with text, additional text automatically flows into the next column.

APPLYING COLUMNS TO A DOCUMENT

1. From the menu bar choose Format ➔ Columns
2. Select the number of columns desired
3. Adjust the distance between columns or allow Word to set automatically
4. Place a vertical line between the columns by clicking "Line Between"
5. Vary the number of columns throughout the document by selecting "Apply to: This point forward"
6. To apply columns more quickly, select the column icon from the Standard Toolbar



SECTION AND COLUMN BREAKS

To create different styles or different numbers of columns in the same document, divide the document into sections. The options in the Section Breaks area of the Break dialog box are:

Next Page	Starts a new section at the top of the next consecutively-numbered page, whether odd or even
Continuous	Starts a new section with no visible break in the document
Even Page	Starts a new section at the top of the next even-numbered page
Odd Page	Start a new section at the top of the next odd-numbered page

THREE WAYS TO CHANGE THE COLUMN FORMAT

1. Be sure the cursor is in the document at the point where you wish to change the column format, then from the menu bar choose ➔ Insert ➔ Break ➔ Continuous
2. From the Format menu, click columns, select "This Point Forward" in the Apply to box
3. Highlight the text to appear in a different column format and then choose Format ➔ Columns from the menu bar; select the appropriate number of columns, click OK

To force text to wrap to the next column before reaching the bottom of the current column, insert a **Column Break** at the point where the current column should end. To set a column break, choose Insert ➔ Break ➔ Column Break (or CTRL+SHIFT+ENTER)

To balance uneven columns, so they end at the same point, insert a **Continuous Section Break** at the end of the last column. Choose Insert ➔ Break ➔ Continuous

COLUMNS WITH CUSTOM WIDTHS

Word allows you to create columns with widths different than the default. To change the column width:

1. Click Format ➔ Columns
2. Click the Equal column width option to Off
3. Click the Col #1/2 Width and Spacing text boxes and type desired widths

You can also change column widths by dragging the left and right column width markers on the Ruler bar. Place the mouse pointer over a column marker on the Ruler until it assumes the shape of a two-headed arrow. Then click and drag the marker to size the column as desired.

