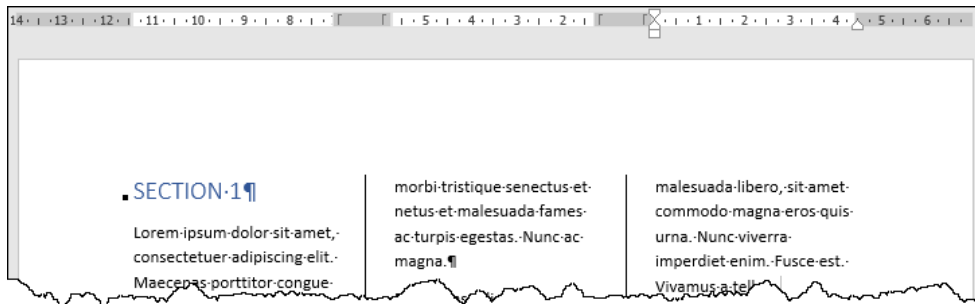


Application: Word – Column Breaks

Text which starts at the left margin and wraps around at the right margin is deemed to be one column. You can format two (or more) columns, either of equal width or widths of your own choosing, with – or without – a line between.

Columns are best suited to narrative you want in "newspaper" style. If the text is more question-and-answer or comparisons, consider a table format which is *much* easier to control.



Tip: It will be very obvious if your Section Style appears at the top of the column and has **Space Before**. You will need to **Remove Space Before Paragraph**.

Text Flow

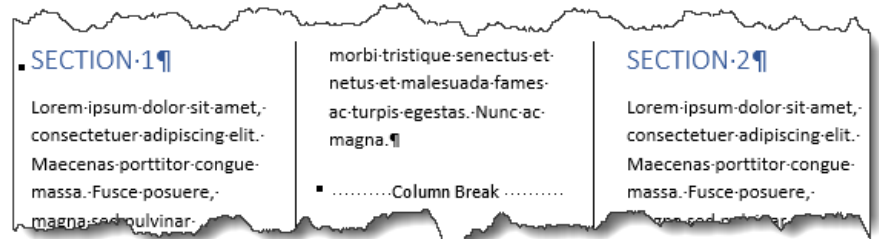
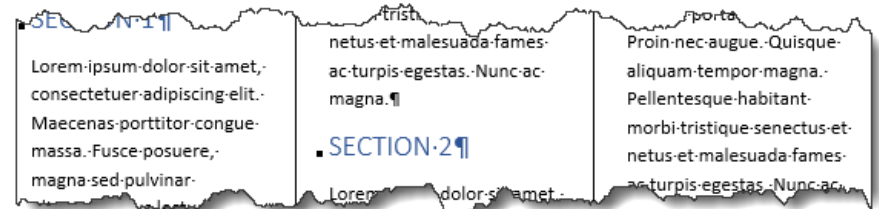
By default the text will flow down column one and when it reaches the bottom of column one it will flow down through column two and so on. However there will be occasions when you want the text to start in the next column.

1. Select **Layout > Page Setup > Breaks** (drop-down menu) > **Column**.



Column

Indicate that the text following the column break will begin in the next column.



Tip: **CTRL+Shift+Enter** is the shortcut for **Breaks > Column**.

Balanced Columns

1. If you want the columns to contain *approximately* the same amount of text, rather than risk a near-empty last column, then place a **Section Break [Continuous]** at the end of the last column.



| | | |
|---|---|---|
| Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet ismod, purus ipsum | netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, | vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. |
|---|---|---|

| | | |
|--|---|--|
| vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis elis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec | consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. ¶ | laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend..... |
|--|---|--|

