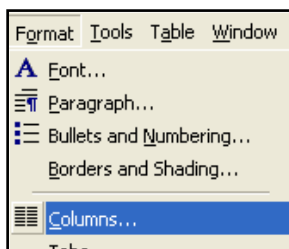


## 7.1.1 CREATE COLUMNS

*Format > Columns > Choose the number of columns > OK.*

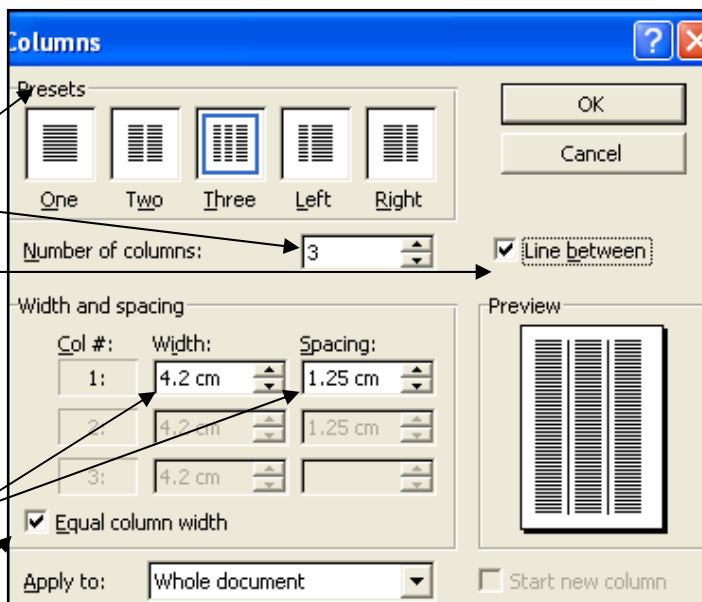


Choose the number of columns up to a maximum of 4

A line can be placed between the columns

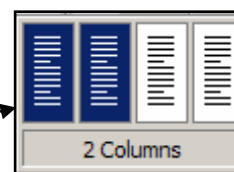
Column width and the space between columns can be manipulated else the computer will automatically fit the columns depending on the sizes of the margins.

Equal column widths can also be chosen



**or**

Click on the column-icon  on the standard toolbar, then choose the number of columns (maximum of 4 columns)



## 7.1.2 SECTION FORMATTING

If one page consists of one column and the next page of 2 columns it is important to format only that page (or section of a page) to 2 columns, i.e. from this point forward you want two columns.

After you completed the 2 columns and want to switch back to one column you must format the document again for one column: *Format > Columns > one column > Apply to: This point forward > OK.*

