

# Displaying Text in Multiple Columns

You could also use a table without borders instead.

1. Place your cursor where you want the columns to begin. Type the first text and then highlight to select the text.
2. Click on **Format** on the main menu.
3. Click on **Columns**.
4. In the Columns dialogue box that appears, choose the number of columns you want.
5. If you want a line between columns, check the **Line Between box**. (You can see how your format will look in the Preview box.)
6. A check mark beside **Equal Column Width** maintains consistent width. If you want to control the width of the columns manually, deselect the check mark.
7. Choose one of these options in the **Apply To box**:
  - Whole document* – formats the entire document
  - Selected text* – treats the selected text as a separate section
  - This point forward* – begins the section break with the selected text and any text after this section
8. Click **OK** to apply and close the dialogue box.