APSU Writing Center
How to Insert Columns

Newsletter Columns
- To lay out the whole document in columns, select Layout > Columns.
- Choose the option you want, or choose More Columns to set your own column format.

Make part of your document into columns
- Select the paragraphs you want to lay out in columns.
- Select **Layout > Columns**, and then choose the options you want.

Insert a Column Break
- If you format a document with columns (as in some newsletter layouts), the text will automatically flow from one column to the other. You can insert your own column breaks for more control over the document format.
- Place your cursor where you want the column to break.
- Click **Layout > Breaks**.
- A menu with options will appear. Click **Column**.
- A column break is inserted. Click **Home > Show/Hide** to see it.
- **Tip:** The keyboard shortcut Ctrl+Shift+Enter also inserts a column break where you've placed your cursor.