



Working with columns

By Mark Gillan

Working with columns



- Microsoft Word provides the user to convert or work with text into columns of whatever number of columns as required
- Newsletters, brochures and other documents may use columns to help the reading of large amounts of text in a smaller area than other documents
- Sometimes you may want to work with columns in a part of a larger document or just for a small amount of text
- Newsletters are especially noted for using columns, in similar fashion to newspapers
- The image on the left illustrates the use of columns, it uses a 3-column model with lines between the columns within the body of the newsletter

Selecting Columns

- Text can be typed and then selected for placing into columns, or ...
- Formatting of a page or part of a page can be designated for columns prior to typing the text
- Some people prefer to type first, then format for layout
- As always, select the text or places within the document requiring a column model of layout
- The screenshot on the right shows some of a document text selected ready to be placed into two columns

Use of columns

The fairy tale is a poetic recording of the facts of life, an interpretation by the imagination of its hard conditions, an effort to reconcile the spirit which loves freedom and goodness and beauty with its harsh, bare and disappointing conditions. It is, in its earliest form, a spontaneous and instinctive endeavour to shape the facts of the world to meet the needs of the imagination, the cravings of the heart. It involves a free, poetic dealing with realities in accordance with the law of mental growth; it is the naive activity of the young imagination of the race, untrammelled by the necessity of rigid adherence to the fact.

We will use columns for part of this document but not all of it. First thing we select the text to place into columns. This document will have this text here as single column and the next few paragraphs as 2-columns.

Not all text is equal

The myths record the earliest attempt at an explanation of the world and its life; the fairy tale records the free and joyful play of the imagination, opening doors through hard conditions to the spirit, which craves power, freedom, happiness; righting wrongs and redressing injuries; defeating base designs; rewarding patience and virtue; crowning true love with happiness; placing the powers of darkness under control of man and making their ministers his servants. In the fairy story, men are not set entirely free from their limitations, but, by the aid of fairies, genii, giants and demons, they are put in command of unusual powers and make themselves masters of the forces of nature.

Headings used within columns

The oldest fairy stories constitute a fascinating introduction to the book of modern science, curiously predicting its discoveries, its uncovering of the resources of the earth and air, its growing control of the tremendous forces which work in earth and air. And it is significant that the recent progress of science is steadily toward what our ancestors would have considered fairy land; for in all the imaginings of the childhood of the race there was nothing more marvellous or more audaciously improbable than the transmission of the accents and modulations of familiar voices through long distances, and the power of communication across leagues of sea without mechanical connections of any kind.

The faculty which created the fairy tale is the same faculty which, supplemented by a broader observation and based on more accurate knowledge, has broadened the range and activities of modern man, made the world accessible to him, enabled him to live in one place but to reach and act in places thousands of miles distant, given

that lie within the reach of the human spirit!

No one can understand the modern world without the aid of the imagination, and as the frontiers of knowledge are pushed still further away from the obvious and familiar, there will be an increasing tax on the imagination. The world of dead matter which our fathers thought they understood has become a world of subtle forces moving with inconceivable velocity; nothing is inert, all things are transformed into other and more elusive shapes precisely as the makers of the fairy tales foresaw and predicted; the world lives in every atom just as their world lived; forces lie just outside the range of physical sight, but entirely within the range of spiritual vision, precisely as the tellers of these old stories divined; mystery and wonder enfold all things, and not only evoke the full play of the mind, but flood it with intimations and suggestions of the presence of more elusive and subtle forces, of finer and more obedient powers, as the world of fairies, magi and demons enfolded the ancient earth of daily toil and danger.

In a word, the fairy stories have come true; they are historical in the sense that they faithfully report a stage of spiritual growth and predict a higher order of realities through a deeper knowledge of actualities. They were poetic renderings of facts which science is fast verifying, chiefly using the same faculty which enriched early literature with the myth and the fairy tale. The scientist has turned poet in these later days, and the imagination which once expressed itself in a free handling of facts to make them answer the needs and demands of the human spirit, now expresses itself in that breadth of vision which reconstructs an extinct animal from a bone and analyses the light of a sun flaming on the outermost boundaries of space.

This collection of tales, gathered from the rich literature of the childhood of the world, or from the books of the few modern men who have found the key of that wonderful world, is put forth not only without apology, but with the hope that it may widen the demand for these charming reports of a world in which the truths of our working world are loyally upheld, while its hard facts are quietly but authoritatively dismissed from attention. The widest interpretation has been given to the fairy tale, to include many of those classic romances of childhood in which no fairy appears, but which are invested with the air and are permeated with the glorious freedom of fairy land.

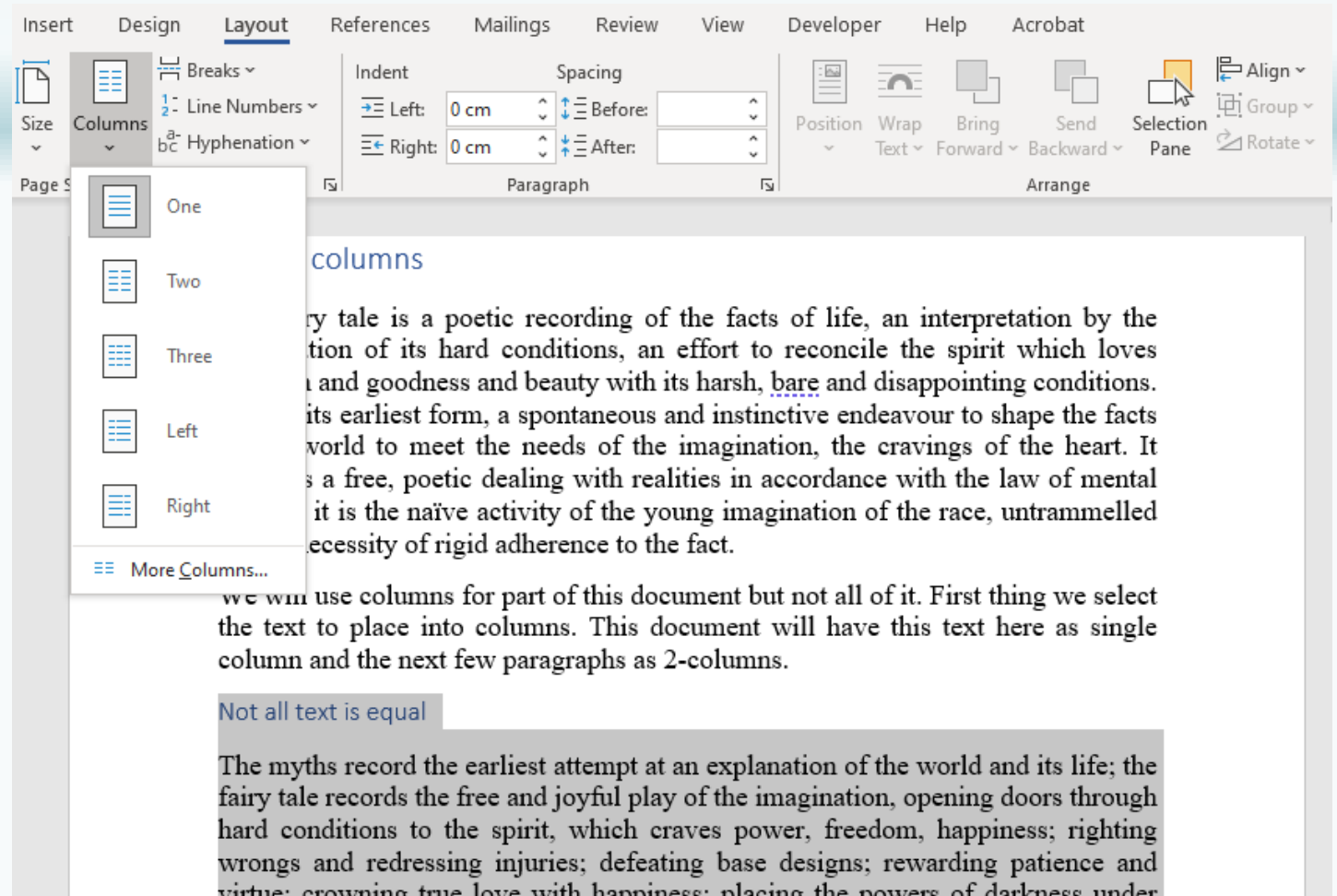
No sane man or woman undervalues the immense gains of the modern world in the knowledge of facts and the application of ideas to things in order to secure comfort, health, access to the treasure in the earth and on its surface, the means of education and greater freedom from the tyranny of toil by the accumulation of the fruits of toil; but no sane man or woman believes that a mechanical age is other than a transitional one, that the possession of things is the final achievement of society, and that in

Column commands

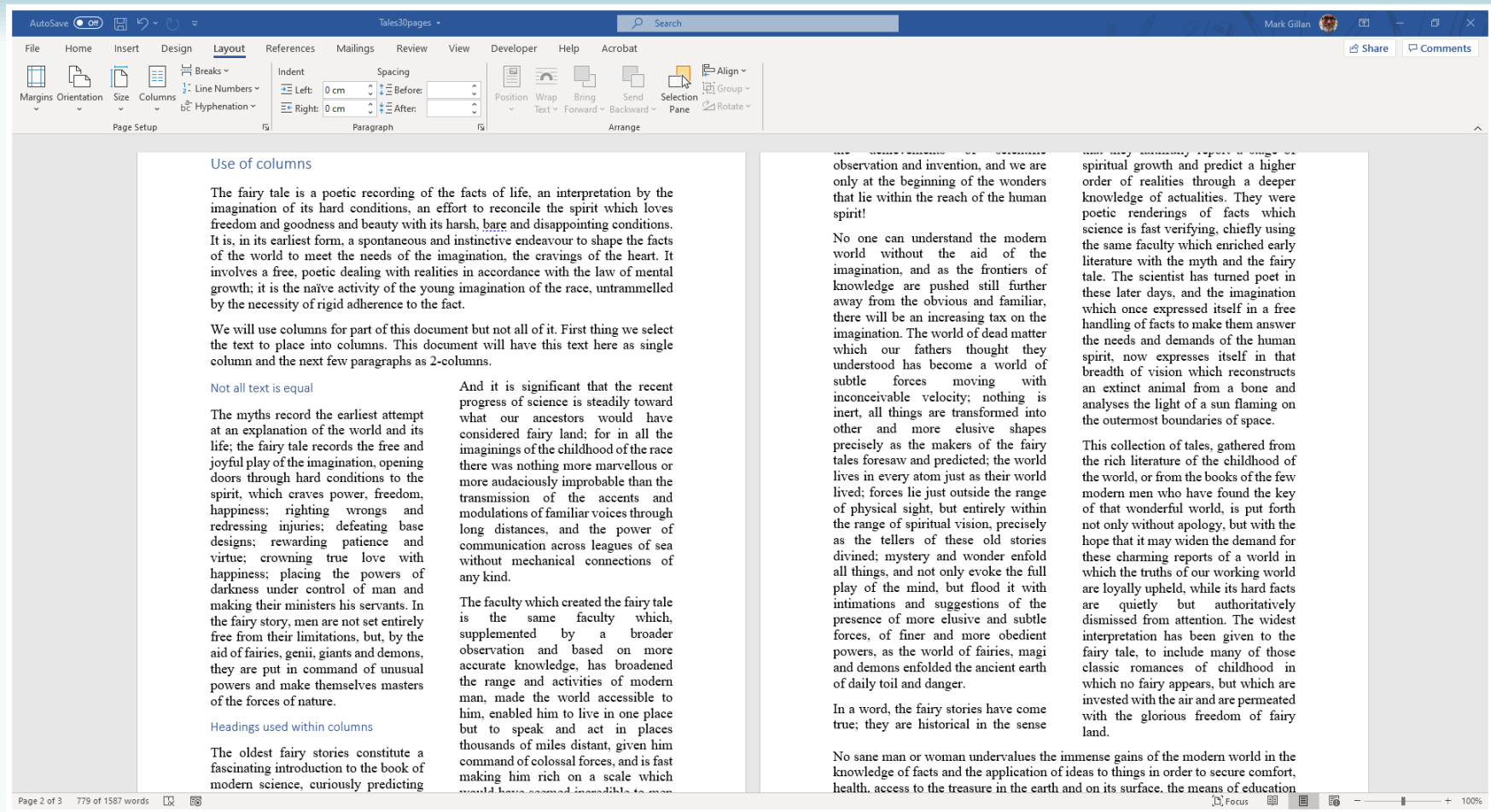
Location of commands:

Layout tab > Page Setup grouping > Columns > number of columns

- As you can see from the screenshot opposite, the column command button allows for quick option of One, Two, Three, Left with more sized right, Right with more sized left, and More Columns options
- The text is selected, we could click two equal columns from the drop down options and only the text selected will become two columns instead of one (the current default for most documents)



Two Column Selected



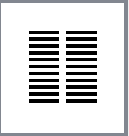
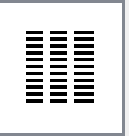
More Column Options

Clicking on the “More Columns” drop down option allows us to alter the following:

- Presets of what had been offered on the drop down from the column button
- To type the number of columns required or use the up/down instruction buttons
- Designate the width of specific columns
- Designate the spacing between specific columns
- Mark columns of equal width
- Provide for a line between columns
- To start a new column
- Apply selections to the selected text, sections or the entire document via the drop down options

Columns

Presets

 One  Two  Three  Left  Right

Number of columns: 2 

☐ Line between

Width and spacing

<u>C</u> ol #:	<u>W</u> idth:	<u>S</u> pacing:
1:	7.34 cm 	1.25 cm 
2:	7.34 cm 	
		

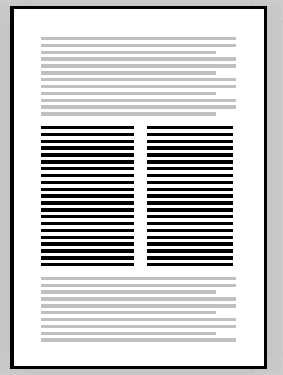
☒ Equal column width

Apply to: Selected text 

☐ Start new column

OK Cancel

Preview



Column Break

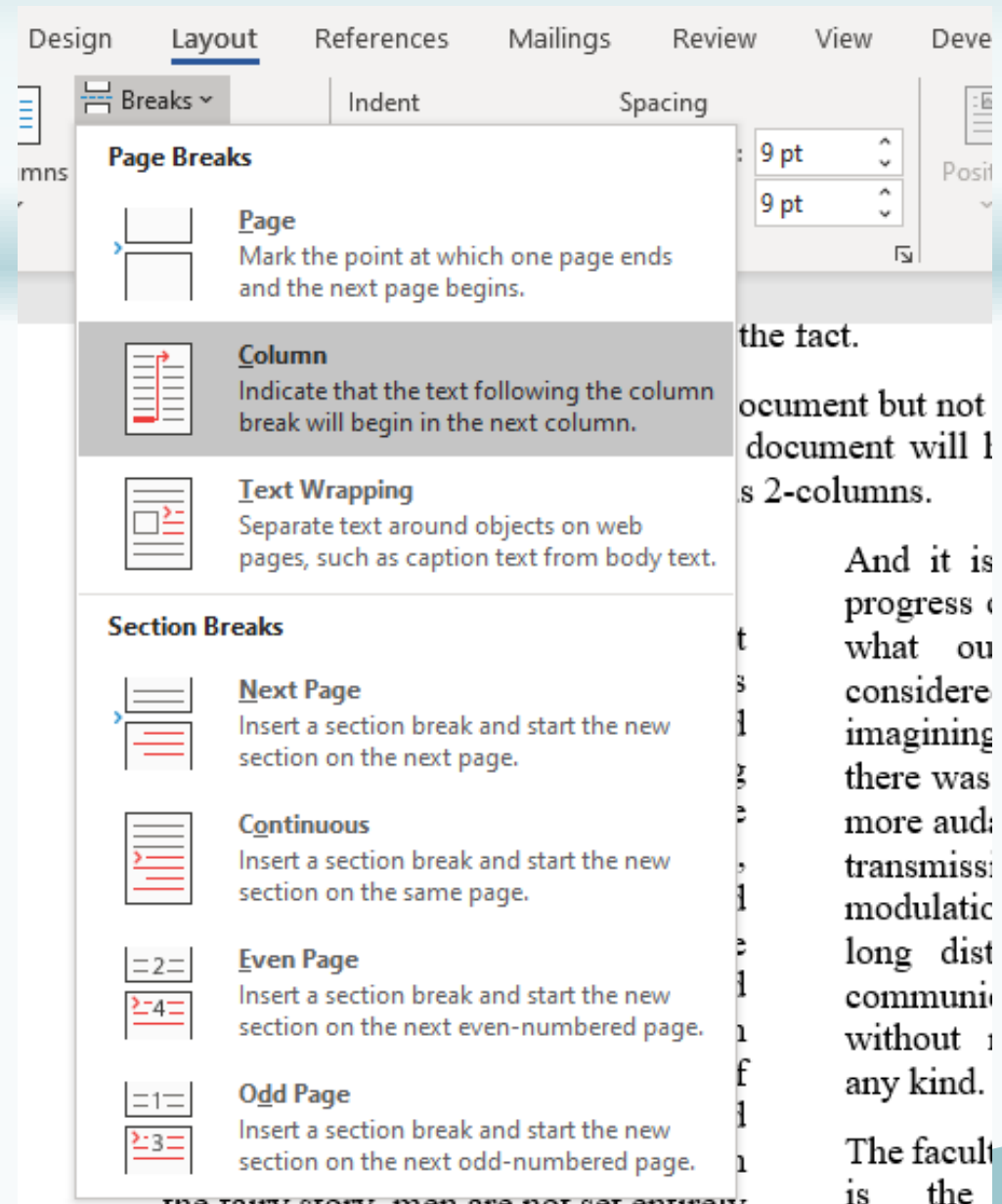
Command for column break:

Layout tab > Page Setup grouping > Break

Occasionally we will want text to be pushed onto the next column, in similar fashion to inserting a page break when we want to push onto another page from the selected entry point

Select the entry point by clicking the place for inserting the column break

Use the “Break” drop down / button located within the same Page Setup grouping, right next to the Columns button within the Layout tab



Column Break inserted

Command for column break:

Layout tab > Page Setup grouping > Break

The screenshot opposite illustrates a break in the column at the sub-heading originally part way down a the first left hand column

Before and After ...

