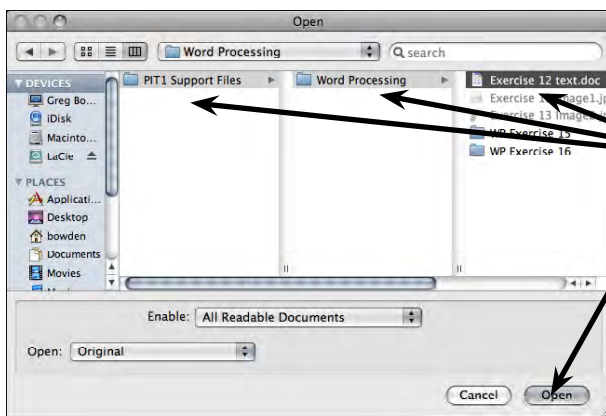# Page Formats

To illustrate the use of columns and headers and footers, we will create a simple 2-column newsletter.

Loading the Text

The text has been prepared for you and is on the PIT 1 TEACHER SUPPORT CD.

1   Load Microsoft Word then display the FILE menu and select OPEN.

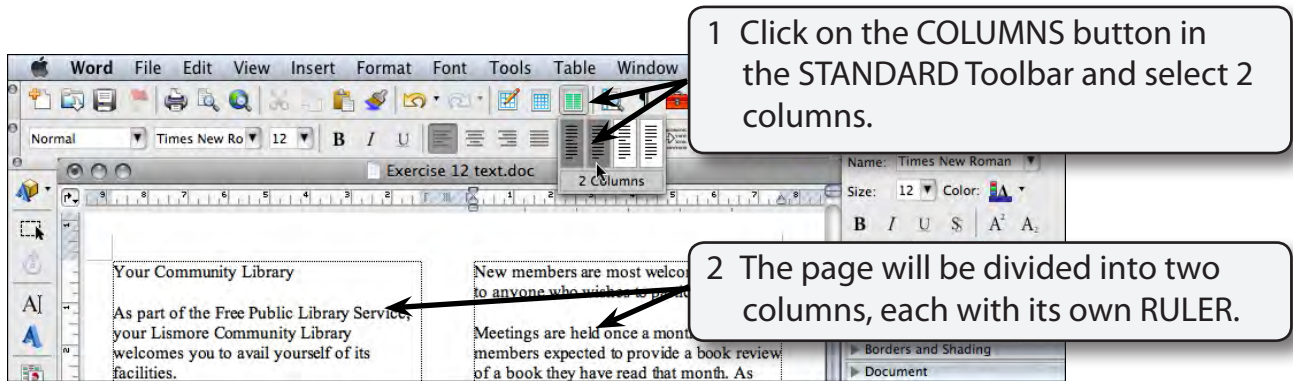2 Access the PIT 1 SUPPORT FILES, open the WORD PROCESSING folder and open the EXERCISE 12 TEXT document.

3   When creating columns it is advantageous to turn on TEXT BOUNDARIES so that you can see where the columns are.
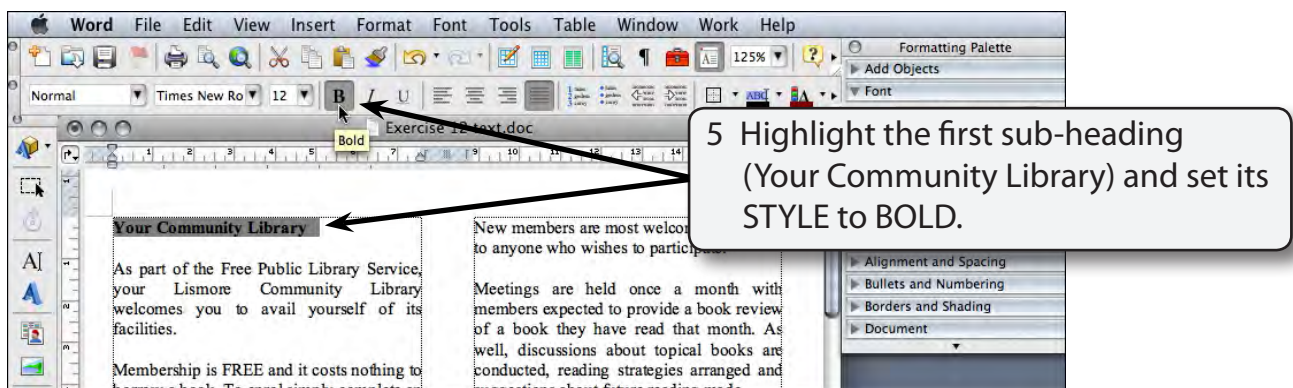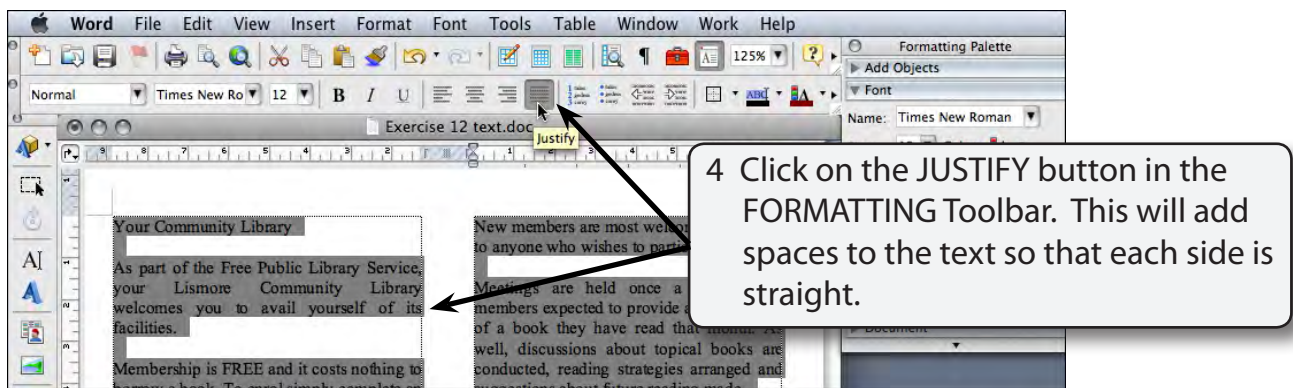
4   Display the WORD menu and select PREFERENCES.
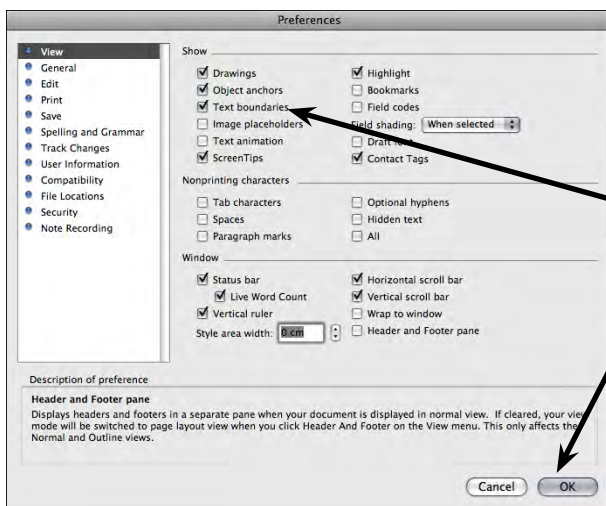
5 In the VIEW section turn on TEXT BOUNDARIES in the SHOW frame and select OK.

Setting the Columns

The page will be split into two columns. Columns make large amounts of text easier to read.

1 Click on the COLUMNS button in the STANDARD Toolbar and select 2 columns.

2 The page will be divided into two columns, each with its own RULER.

3 Text in columns looks better if it is justified so that both sides of the columns are straight. Display the EDIT menu and choose SELECT ALL to highlight all the text (you can also press COMMAND+A).
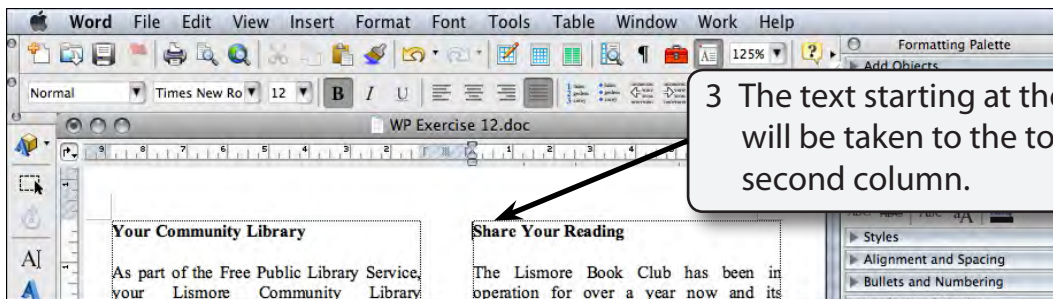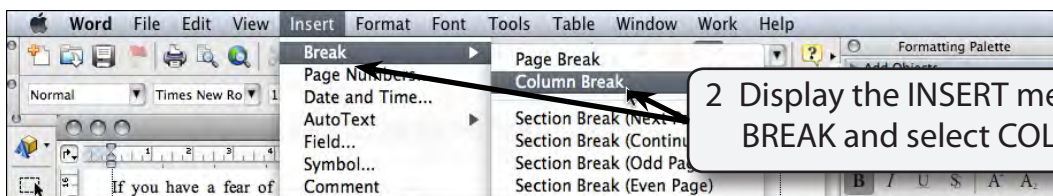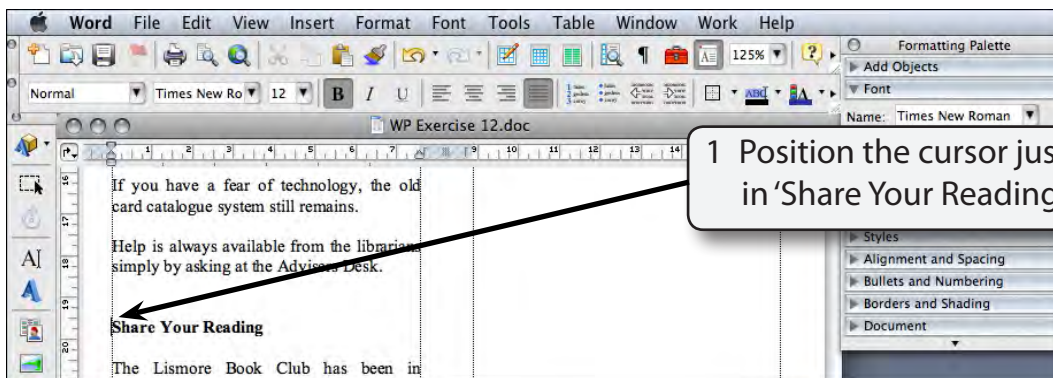

4 Click on the JUSTIFY button in the FORMATTING Toolbar. This will add spaces to the text so that each side is straight.

5 Highlight the first sub-heading (Your Community Library) and set its STYLE to BOLD.

6   Repeat step 5 for the other three sub-headings.

7   Save the document in your STORAGE folder under the file name:

WP Exercise 12

Setting a Column Break

When text is set to columns you should try to start an article or new paragraph at the top of a new column. We can force text to the top of the next column by using a COLUMN BREAK. You should never press a series of returns to place text at the top of the next column.

1 Position the cursor just before the 'S' in 'Share Your Reading'.

2 Display the INSERT menu, highlight BREAK and select COLUMN BREAK.

3 The text starting at the third article will be taken to the top of the second column.

Setting a Header

Headers print at the top of each page.

1   Display the VIEW menu and select HEADER AND FOOTER.

2 In the header frame enter:

    LISMORE LIBRARY GAZETTE

and press <return> twice.

3 Enter: Volume 2   press the TAB
   key twice and enter: June, 2010

4   Press <return> three times to complete the line and to leave two blank lines.

> **NOTE:**   The HEADER has two preset TAB STOPS. A CENTRE TAB at
> the centre of the HEADER frame and a RIGHT TAB at the right
> edge. These can be moved and added to.

5 Click on June, 2010 and move the
   RIGHT TAB STOP to about 16.5.

> **NOTE:**   Adjusting the RIGHT TAB STOP will move the right edge of the
> date closer to the right edge of the text in column 2.