Microsoft Publisher 2013: Working with Columns

Publications such as newsletters and brochures often require the use of columns. You can create columns manually by creating multiple text boxes or by dividing a single text box into columns. As you create columns with Publisher, a set of guides (like the page margins) are added to the text box.

Creating Columns

Placing text into columns is one text layout option. Columns help to shorten the text line for your readers while also giving your publication a more professional look.

Creating Columns: Using Layout Guides

Using Layout Guides to create columns will assure you of uniformly sized (width) and evenly spaced columns of text. Layout guides will help you determine the width and placement of your text boxes; this particular method allows you to violate the column layout if desired (e.g., for headlines). First, establish the layout guides; then, create the text boxes.

1. From the Page Design Tab, select **Guides**
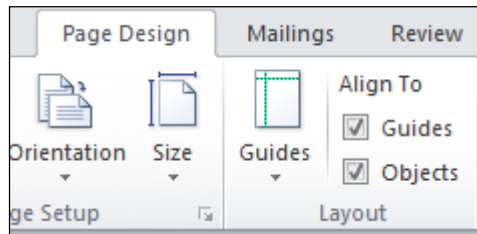
2. Continue by selecting Grid and Baseline Guides
3. The Layout Guides box appears
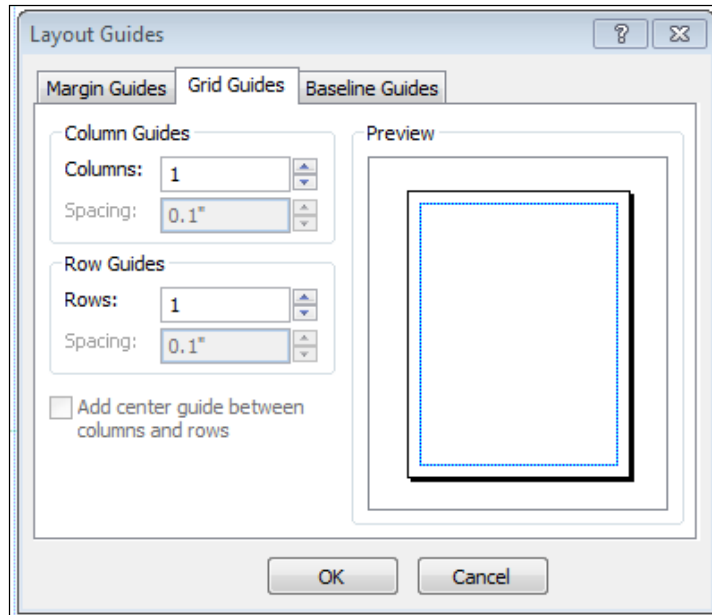
4. From the Grid Guides tab, in the Columns text box, type the desired number of columns
5. OPTIONAL: To view center guides (appearing as red dashed lines), select **Add center guide between columns and rows**
6. Click **OK**
7. Using the Text Box tool, draw the text boxes needed
   NOTE: For more information on creating text boxes and adding text, refer to Working with Text.
   HINT: To obtain text boxes equal in width to the columns you have established, trace along the Layout Guides.
8. Add text to the text boxes

**To extend text across column boundaries:**

Occasionally, you may need to extend text across two or more columns. For example, an article may be placed on a three-column page, but the title needs to extend across all three columns.

1. With the Select Objects tool , select the text box
   Notice the handles at the borders of the text box.

2. Position the tip of the Select Objects tool on the text box handle
   The Select Objects tool turns into a double-headed arrow.
3. Drag the handle to the desired position
   HINT: Use the Layout Guides to determine how many/which columns to span.
4. Release the mouse button

Creating Columns: Using the Columns Dialog Box

When you first create your text box, the default is one column per text box. Publisher provides the option of creating up to 63 columns per text box. Between each column is a gutter, which adds white space between each column so that one column of text is not right on top of the next. If you are using columns for a brochure, these gutters should be larger in order to add extra folding space. Text within a text box divided into columns must follow the column layout; therefore, this method provides less flexibility than using layout guides.

1. Select the text box to which you want to add columns
2. From the Format menu, select **Text Box...** The Format Text Box dialog box appears.
3. Select the **Text Box** tab. Click **COLUMNS...**
   The Columns dialog box appears.
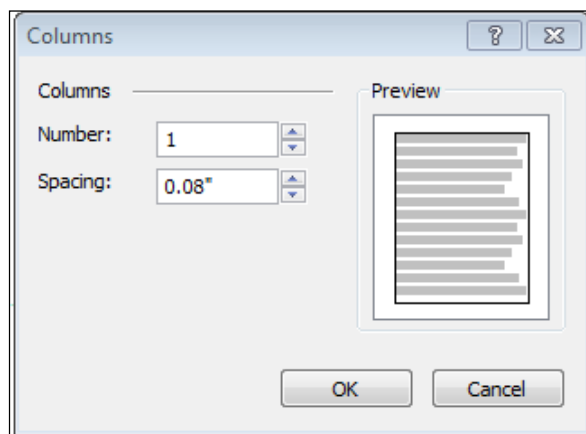
4. In the Number text box, type the desired number of columns for the text box
5. In the Spacing text box, use the arrow buttons to adjust the space between columns
6. Click **OK** & Click **OK** again**.**

Balancing Columns

To make your publication look more polished, you may want to balance the columns. Automatic column balancing is not a feature in Publisher; however, it can be done manually. Below is an example of unbalanced and balanced columns.

Unbalanced Columns

Working with newsletters and brochures often requires the use of columns. While you can create columns manually by setting your text frame width, this process can be made easier by creating columns within your text frame. As you create columns with Publisher, a set of guides (like the page margins) are added to the text frame. When you first create your document, the default is one column per text frame. Publisher provides the option of creating up to 63 columns per text frame.

Balanced Columns

Working with newsletters and brochures often requires the use of columns. While you can create columns manually by setting your text frame width, this process can be made easier by creating columns within your text frame. As you create columns with Publisher, a set of guides (like the page margins) are added to the text frame. When you first create your document, the default is one column per text frame. Publisher provides the option of creating up to 63 columns per text frame.

Balancing Columns: One Text Box

1. Select the text box

2. Shrink the text box by clicking and dragging the center sizing handle upward
3. Release the mouse button
   Text flows from column to column.
4. Repeat steps 2 & 3 until the columns are balanced
   NOTE: For more information on resizing text boxes, refer to Working with Text Boxes.

Balancing Columns: Multiple Linked Text Boxes

As you adjust the length of columns, no text is being removed or lost. Instead, the dimensions of the text box are being changed. For more information on linked text boxes, refer to Working with Linked Text Boxes.

1. Position the tip of the Select Objects tool on the text box handle

   The Select Objects tool turns into a double-headed arrow.
2. Click and hold the mouse button
3. Drag the handle up or down to shorten or lengthen the text column
4. Release the mouse button. The text repositions itself.