

How to split text into multiple columns in Word

In particular of some jobs, how to display text is very important, for example in the newspaper printing industry ... Here I introduce you how to divide text into multiple columns in Word 2013.

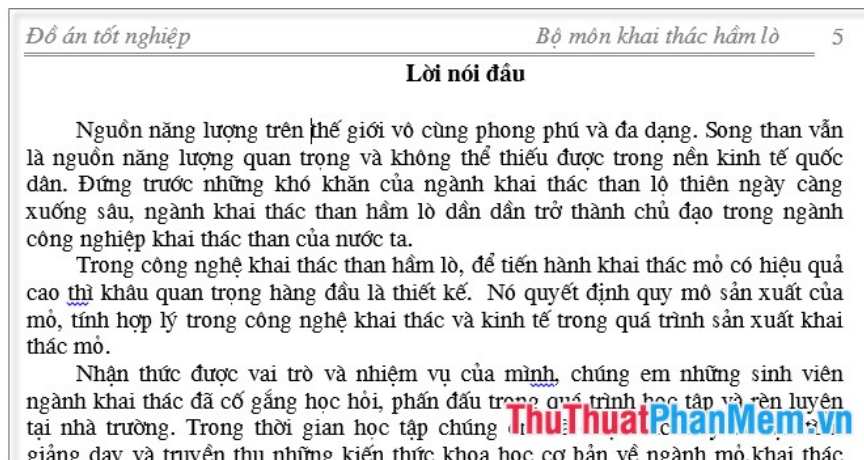
In the characteristics of some text display jobs, it is very important, for example in the newspaper printing industry . There are many ways to display your text more scientific, to attract readers. Here I introduce you how to split text into multiple columns in Word 2013.

To present text in multiple columns, you have the following two options:

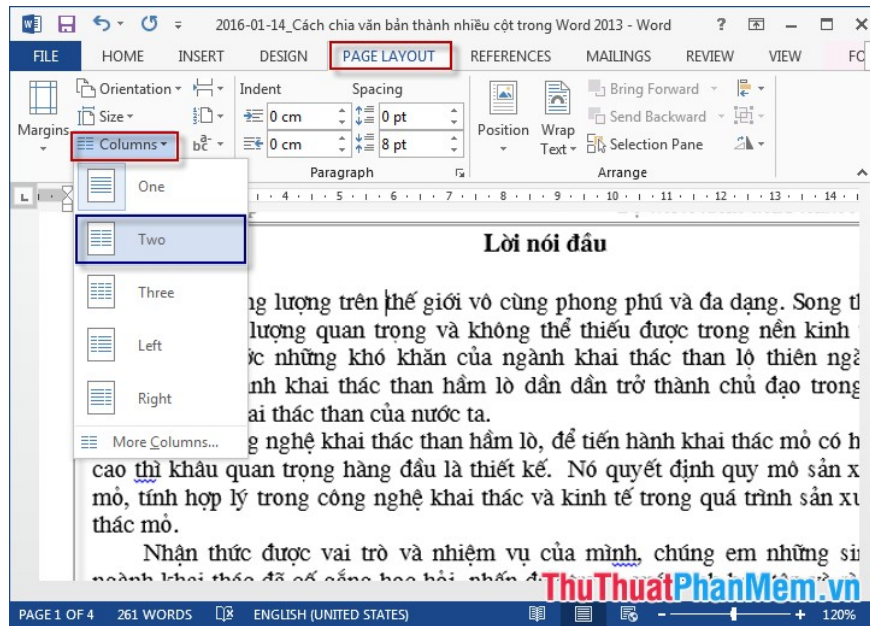
- **Method 1: Choose the presentation of text first and then draft.**
- **Method 2: Drafting is completed then the presentation is selected.**

Here I would like to guide **The second way: After I have finished drafting, I choose to present .**

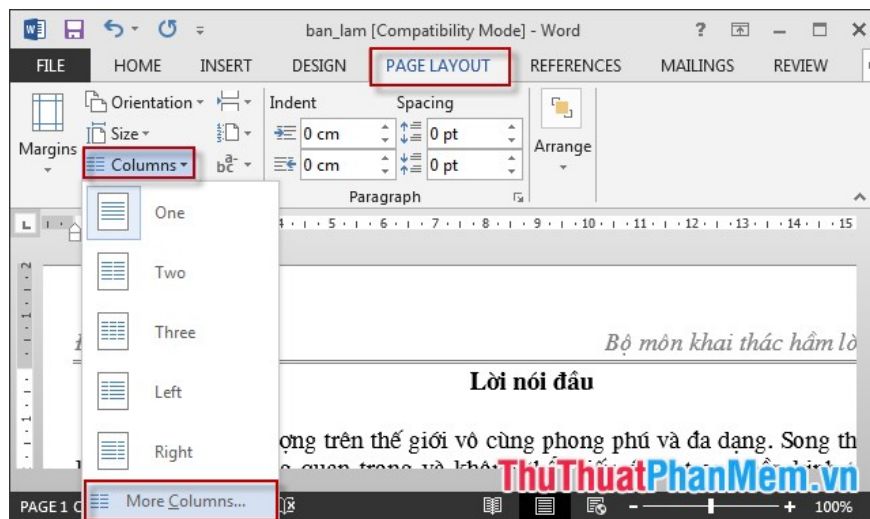
Text after drafting is completed:



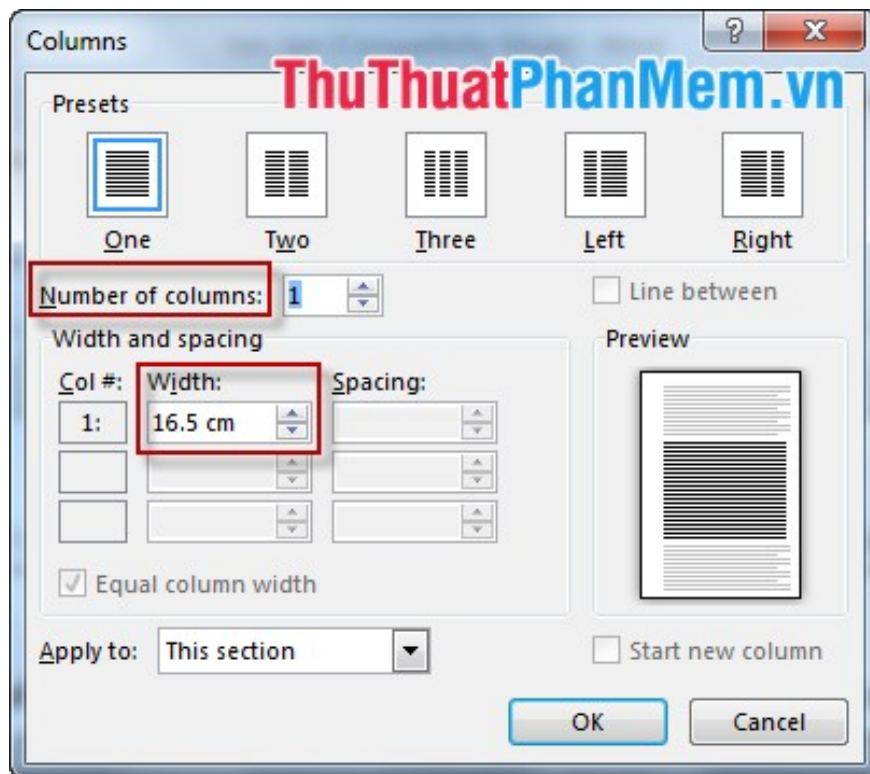
Click **Page Layout** then click **Columns** , next you can choose Two or Three . depending on how many columns you want to split.



If you want to divide the number of columns more you can select **More Columns** .



The **Columns** dialog box appears, select the number of columns in the **Number of Columns** section . Change the width for each column in the **Width and Spacing** section .

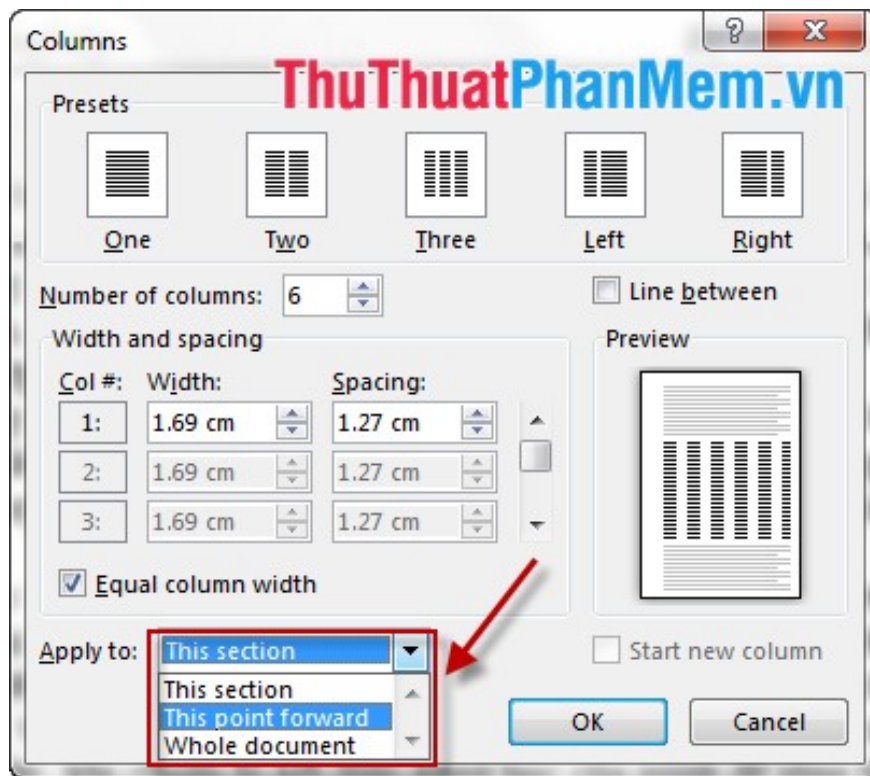


Note: Want to apply to the current page or all selected text in the **Apply to section** :

+ **This section:** Apply current page.

+ **Whole document:** Apply all documents.

+ **This Point forward:** Apply the text page at the position of the mouse cursor.



Results after completing the operations:



Good luck!

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