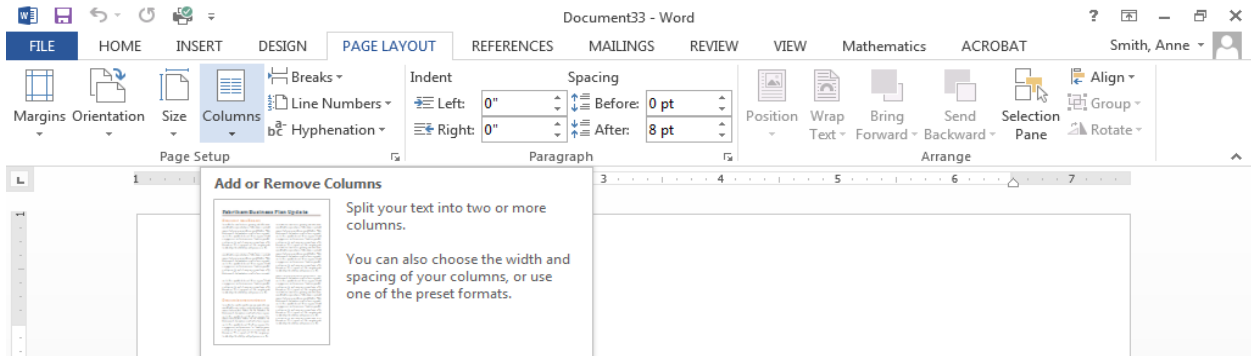
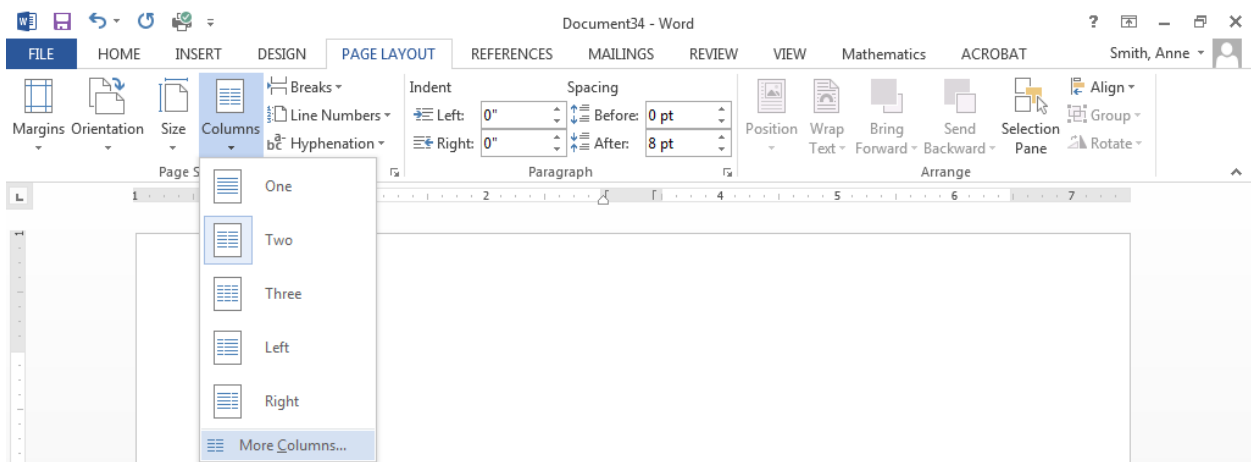


How to Create a Document with Columns in Microsoft Word

Here is where you find the column options:



Choose how many you want, or choose "more columns..." for advanced options.



Insert a break in between columns, so that you can move between columns. Do this only once to set it up. Once you can you move your cursor between columns, you do not need to do it again!

