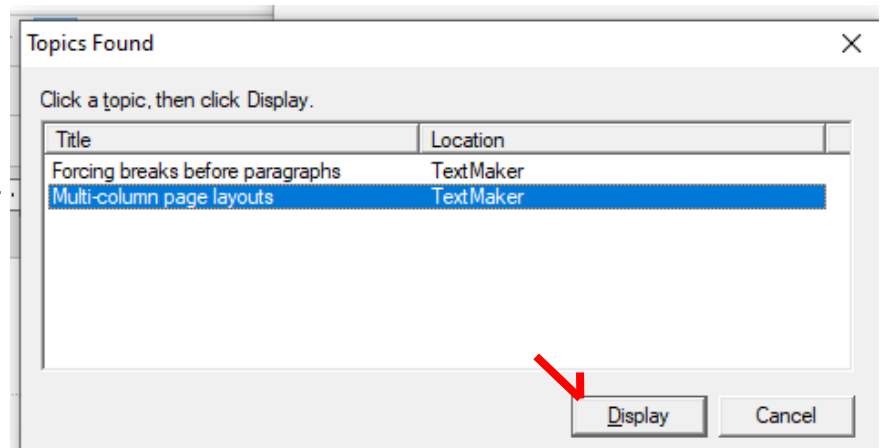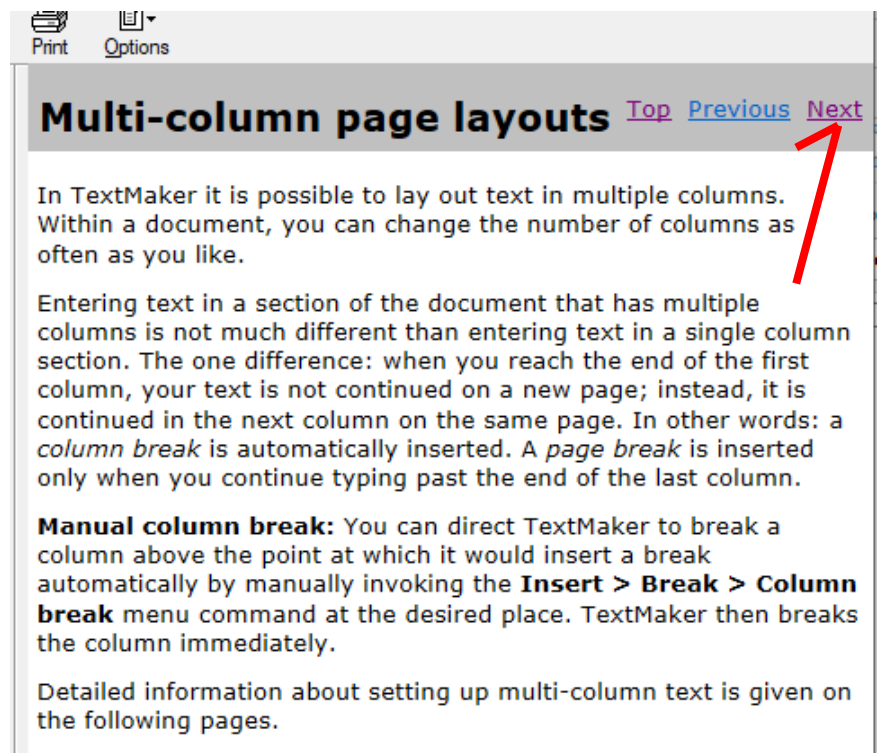# FIND HELP WITH MULTI-COLUMN PAGE LAYOUTS

1. Search for "Column" using the **Help Index**.
2. Select "Multi-column page layouts", then click on **Display**.

Topics Found

Click a topic, then click Display.

Title	Location
Forcing breaks before paragraphs	TextMaker
Multi-column page layouts	TextMaker

Display   Cancel

3. Find the following page:

Print   Options

Multi-column page layouts   Top Previous Next

In TextMaker it is possible to lay out text in multiple columns. Within a document, you can change the number of columns as often as you like.

Entering text in a section of the document that has multiple columns is not much different than entering text in a single column section. The one difference: when you reach the end of the first column, your text is not continued on a new page; instead, it is continued in the next column on the same page. In other words: a *column break* is automatically inserted. A *page break* is inserted only when you continue typing past the end of the last column.

Manual column break: You can direct TextMaker to break a column above the point at which it would insert a break automatically by manually invoking the **Insert > Break > Column break** menu command at the desired place. TextMaker then breaks the column immediately.

Detailed information about setting up multi-column text is given on the following pages.

4. Click on **Next**. This will finally take you to the page you need, and you need to scroll and press "Next" once again, on this new page.

Changing the number of columns   Top Previous Next

To reformat a section of single column text in e.g. three columns, do is select the text and change the number of columns with the F **Section** menu command.

To do this, proceed as follows:

1. Select the text you want to reformat.

2. Invoke the menu command **Format > Section**.

Section

Columns   Line numbers

Presets   Preview