



## Making a Two-Column Document

### Introduction

Sometimes it is useful to create a **Word** document that has its pages show as two (or more) columns of text and pictures. This can be done by creating a table with a single row and two (or more) columns. The text and pictures are then put into the columns. The normal table border lines can be made invisible so that the final printed version of each page will just look like two columns of text and pictures which will not look like they are in a table.

### Creating the Table

1. Start up **Word** and make sure that the cursor is within the blank page when it starts up.
2. Click on the item **Table** (red arrow) at the top of the **Word** window, then on the dropdown menu click on **Insert** (green arrow) and then click on **Table** (blue arrow) as shown in the figure at the right. The **Insert Table** window will appear.
3. Use the up/down arrows for **Number of columns:** and **Number of row:** to select, say, 2 columns and 1 row. You can also just type the numbers instead of using the arrows. Click on **OK**. A table with 2 columns and 1 row will appear, as shown below, with the document cursor appearing in the first cell.

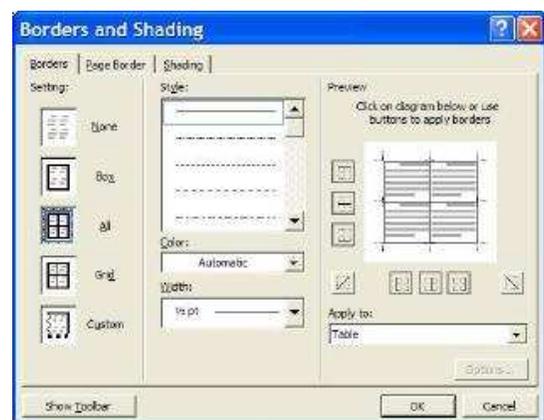


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### Making Table Lines Invisible

To cause the table lines to become invisible (when the page is printed) do the following:

1. Make sure the cursor is somewhere within the table then click on **Table**, then on **Table Properties** and click on the **Table** tab.
2. At the bottom of the **Table Properties** window, click on the **Borders and Shading...** button. In the **Borders and Shading** window click on the **Borders** tab then click on the icon to the left of the word **None** under **Setting** and then on the **OK** button.
3. In the **Table Properties** window click on **OK**. The lines in the table will now show in gray instead of black. However, when the table is printed, these lines will not show.



## Adding Text

To put text into the columns do the following:

1. Move the mouse cursor to be somewhere in the left cell (left column) of the table and click to put the document cursor there. Then type the text that you wish to have in the left column of the page. Notice that as you type the text will word wrap to remain within the first column. This will cause the cell height to increase to allow new lines of text. To create a blank line, depress the **Enter** key before continuing to type text. You can change text characteristics just as in an ordinary document. (See the work sheet entitled *Changing Text Style, Colour, Font Face and Size.*)
2. Click somewhere within the right cell (right column) to put the cursor there. Then type the text that you wish to have in the right column. Add blank lines and format text as above.

## Adding Pictures

You can add a picture to be within a column just as you would add a picture to a regular document, but make sure that you reduce it to a size that will fit within the column. You can also make a picture have word wrap so that it can have the text in the column wrap around it. (See the work sheet entitled *Adding Pictures to a Word Document .*)

Italian Sausage, Peppers, and Onions	ASK A DIETITIAN: Protein Before Carbs?
<p><b>INGREDIENTS</b> 1 yellow onion, sliced 1/2 red onion, sliced 4 cloves garlic, minced 1 large red bell pepper, sliced 1 green bell pepper, sliced 1 teaspoon dried basil 1 teaspoon dried oregano 1/4 cup white wine</p> <p><b>DIRECTIONS</b> Place the sausage in a large skillet over medium heat, and brown on all sides. Remove from skillet, and slice. Melt butter in the skillet. Stir in the yellow onion, red onion, and garlic, and cook 2 to 3 minutes. Mix in red bell pepper and green bell pepper. Season with basil, and oregano. Stir in white wine. Continue to cook and stir until peppers and onions are tender. Return sausage slices to skillet with the vegetables. Reduce heat to low, cover, and simmer 15 minutes, or until sausage is heated through.</p> 	<p>Debbie asks, "Is it beneficial to eat the protein portion of your meal before the carb portion?"</p> <p>Answer: No, this is a myth. In four years of university dietetics and five years in practice, I have never heard any benefit in eating protein before carbs (or vice versa). You can eat protein before, after, or simultaneously with carbs – all food goes down the same hole and mixes together in the stomach.</p> <p>The important point is to eat a well-balanced diet – and don't believe the myths (trust me, there are a lot out there!).</p>