

Using columns to define the page layout

It is a good idea to define your basic page style (such as *Default Page Style*) with the most common layout to be used in your document, either single-column or multiple-column. You can then define extra page styles for pages with different numbers of columns.

✓ Note

If you wish to combine different numbers of columns on a single page, you must use sections, as described in “Using sections for page layout” starting on page 124.

To define the number of columns for a page style:

- 1) Choose **Format > Page Style** on the Menu bar, or right-click on the page and choose **Page Style** in the context menu, or click the **More Options** button in the *Format* section of the Page deck on the Sidebar, to open the Page Style dialog. Go to the *Columns* tab (see Figure 113).
- 2) In the *Settings* section, choose the number of columns and specify any spacing between them and whether you want a vertical separator line to appear between the columns. You can use one of Writer’s predefined column layouts, or you can create a customized column layout. The preview on the right shows how the column layout will look.
- 3) Click **OK** to save the changes.

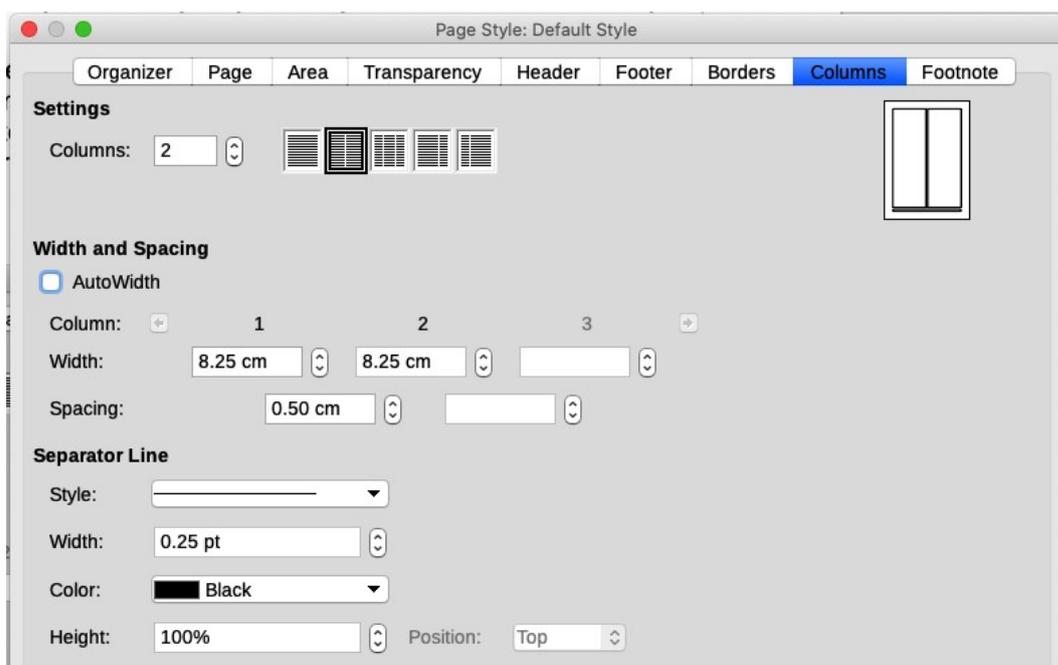


Figure 113: Defining the number of columns on a page

Formatting column width and spacing

Select **AutoWidth** in the *Width and Spacing* section to create columns of equal or preset width. To customize the width and spacing of the columns:

- 1) In the *Width and Spacing* section, deselect the **AutoWidth** option.
- 2) In the *Width* selection boxes, enter a width for each column.
- 3) On the *Spacing* line, enter the amount of space that you want between each pair of columns.

If you specify more than three columns, use the arrow buttons on the *Column* line to scroll among the columns.