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Balance text in Word columns in three easy steps

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Takeaway:
When entering text into Word columns, it can be a battle trying to get the text to balance. Mary Ann Richardson explains how to let Word fight the battle for you and keep your columns in line.

Column-formatted text looks more professional with the text balanced across the columns. You don't have to manually set column breaks and move text around on a page to make your columns even—let Word do the work for you. Follow these steps:

1. Click at the end of the columns you want to balance.
2. Go to Insert | Break.
3. Select Continuous and click OK.

Word inserts a continuous section break that automatically balances the text equally among the columns.

If you want to start a new page after the balanced columns, click after the continuous section break, and then insert a manual page break by pressing [Ctrl][Enter].