



Columns

Correctly formatted columns are necessary to ensure correct reading order for screen readers. You must use the built-in tools in Word to meet accessibility guidelines.

[If you prefer video instructions, you can find them at this link.](#)

To create columns for an entire document

1. Place your cursor in the first paragraph of text.
2. Select the **Layout** tab from the top menu bar.
3. Select **Columns** from the ribbon.
 - Depending on your layout, this may be shown only as an image of columns on a page with Columns as the mouseover text.
4. Select the desired number of columns.
5. Additional column options are available.
 - Choosing **Left** (or **Right**) will create proportionally smaller left (or right) columns.
 - Choosing **More** offers options for a larger number or specific width of columns.

To create columns for a section of the document

1. Highlight the portion of the text you would like to convert to columns.
 - Please note, if you are using the web version of Word you may need to insert a column break before and after the section you wish to convert into columns.
2. Select the **Layout** tab from the top menu
3. Select **Columns** from the ribbon
4. Select the desired number of columns, or choose **More** to create custom column proportions

This will create a section break that you can update or change as needed. To see the edges of the section break, you will want to show the hidden characters using one of two options:

- Select the **Home** tab and then choose the **Paragraph** symbol (¶) from the ribbon. Depending on your layout this may be in a dropdown menu.
- Use cmd-shift-8 (Mac) or ctrl-shift-8 (PC) to toggle this setting.

To include images in columns

1. Select the **Insert** tab in the top menu bar.
2. Select the picture you would like to insert.
3. Select the **Layout** tab in the top menu bar.
4. Select the portion of the document, including image, that you would like to turn into columns.
 - Please note, if you are using the web version of Word you may need to insert a column break before and after the section you wish to convert into columns.

5. Select **Columns** from the ribbon
6. Select the desired number of columns
7. Resize image as needed.

For more information including trainings and resources, visit [Texas Tech's Digital Accessibility Website](#).