
Columns in Word



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SECTION 1

Newspaper Columns in Word

In This Section

Creating newspaper columns in Word	4
Creating a new media object	5
Modifying a Word template	6

Creating newspaper columns in Word

You can use AuthorIT to create Word documents using such features as columns - very useful for promotional material. Here's how:

- 1 Make sure the Section Template's Document tab has the Style set to **(auto)**. (By default, this object is the **Restricted > Object Templates** folder.)
- 2 Create two new Media Objects for sections. (In this example, we have called them Brochure Section and Brochure Columns.)
- 3 Copy and modify the AuthorIT.DOT Word template to reflect the styles that you want to use for the output.

You don't have to do this, but you will probably find that material best suited to newspaper-style columns should look quite different from the standard manuals you usually produce. You also don't want to fiddle with the template you use for most of your material.

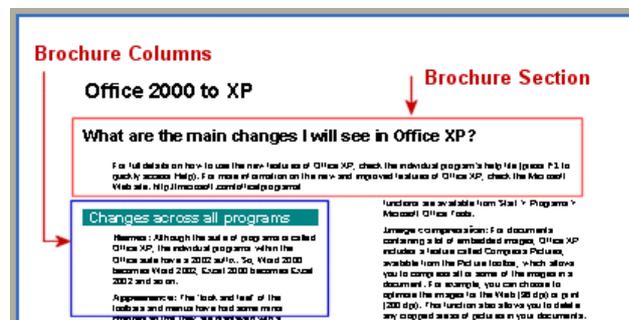
- 4 Create a new book and apply the modified Word template to it.
- 5 Create a new topic for the title of the document and make sure it is the topmost topic in the book. Apply the Section Template to this topic, and add the Brochure Section media object to the Document tab.
- 6 Add topics to the book, and indent them so they all sit underneath the title topic. Apply the Section template to the FIRST topic in this indented list, and add the Brochure Columns media object to the Document Tab of this first topic. All other topics should have the Normal Template applied (this allows you to use them in other books), and no media object applied.
- 7 Delete such items as the Table of Contents, Index, Title Page, and Glossary. You would rarely need them for this type of output.
- 8 Publish the book to Word and view the results. You may need to adjust the page layout - use the media objects and the Word template to do this. And you may need to remove the AllowPageBreak style from the final output so the columns line up correctly.

Creating a new media object

To get your Word output to display in newspaper-style columns, it is advisable to create two new Media Objects. What you call them is up to you, but the settings are important.

In this example, we have called the Media Objects **Brochure Section** and **Brochure Columns**.

The Brochure Section media object will allow the first topic to stretch across the entire width of the top of the first page. The Brochure Column media object will force the next topic and all following topics to display in columns.



You create both media objects in the same way - just vary the settings between each.

- 1 Click  on the main AuthorIT window's toolbar.
- 2 Select **Media Object**, then click **Next**.
- 3 Select **(none)**, then click **Next**.
- 4 Give this media object a name - for example, Brochure Section or Brochure Columns.
- 5 Click **Finish**. The Media Object window displays.
- 6 For the Brochure Section media object, specify the following settings on the Document > Margins tab:
 - **Section start:** Odd page
 - **Headers and footers:** Select both check boxes
 - **Number of columns:** 1
 - **Margins:** Up to you, but make them reasonably close to the page edge (for example, 2cm). Make the Gutter 1cm (you can change these margins later if you are not happy with the final layout).

On the Document > Paper Size tab, select the paper size and orientation. Then click **OK**.

- 7 Repeat steps 1 to 5 to create the next media object, this time calling it Brochure Columns.
- 8 For the Brochure Columns media object, specify the following settings on the Document > Margins tab:

- **Section start:** Continuous
- **Headers and footers:** Clear both check boxes
- **Number of columns:** 2
- **Margins:** Up to you, but make them reasonably close to the page edge (for example, 2cm). Make the Gutter 1cm (you can change these margins later if you are not happy with the final layout).

On the Document > Paper Size tab, select the paper size and orientation. Then click **OK**.

- 9 You're now ready to modify the Word template.

Modifying a Word template

So that you don't mess with your existing Word templates, copy an existing one and rename it to Two-column.dot or similar. (By default, the Word templates are at C:\Program Files\AuthorIT V4\Data\Templates\Word Templates.)

You may need to change any or all of these elements in the new template:

- **Heading styles:** The font sizes and **paragraph** leading may be too large for column format, and you may need to remove **Keep with Next** from the Heading styles.
- **Body Text:** You may want to indent the body text slightly from the Heading. Don't forget to check other related styles based on Body Text that may also be affected by this change, such as List styles and Table styles.
- **Page Layout:** You may need to adjust the page margins.

Don't forget to save any changes you make to the template.