

How to Make Columns

Appendix A: Black Death Survey

Please answer the following questions with the best possible answer.

Black Death invades the:

- Circulatory system
- Nervous system
- Immune system

Black Death likely became a human dis

- Rat bites
- Tainted food
- A monkey bite
- Close contact with birds

Black Death is a:

- Bacterial disease
- Viral disease

This document is actually two pages, typed. I want to turn it into a page, with two columns.

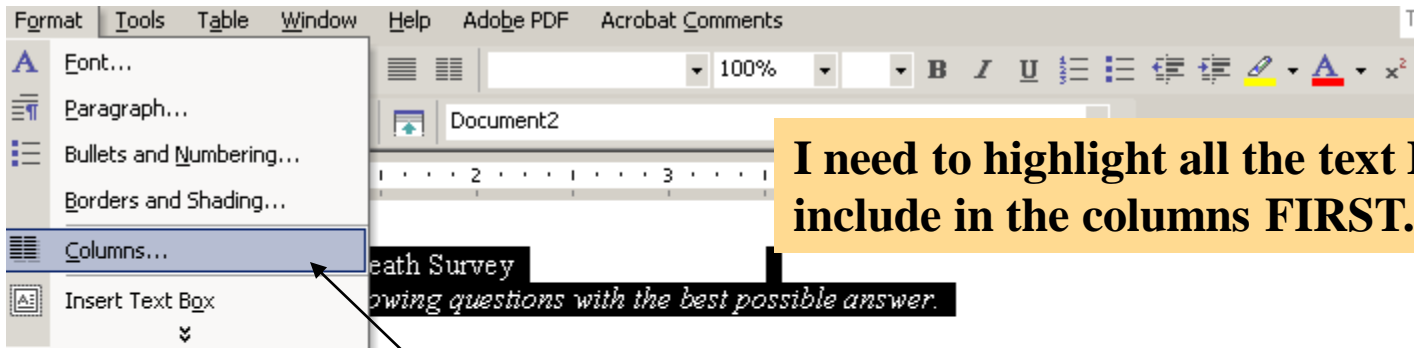
Please answer the next questions by circling "T" or "F" to indicate a true or false statement.

T / F Black Death has more than one form.

T / F here is a cure for Black Death.

T / F One form of Black Death can be transmitted through the air from one person to another.

T / F There is a vaccine for Black Death.



I need to highlight all the text I want to include in the columns FIRST.

Black Death invades the:

- Circulatory system
- Nervous system
- Immune system

Black Death likely became a human disease from:

- Rat bites
- Tainted food
- A monkey bite
- Close contact with birds

Black Death is a:

- Bacterial disease
- Viral disease

Please answer the next questions by circling "T" or "F" to indicate a true or false statement.

T / F Black Death has more than one form.

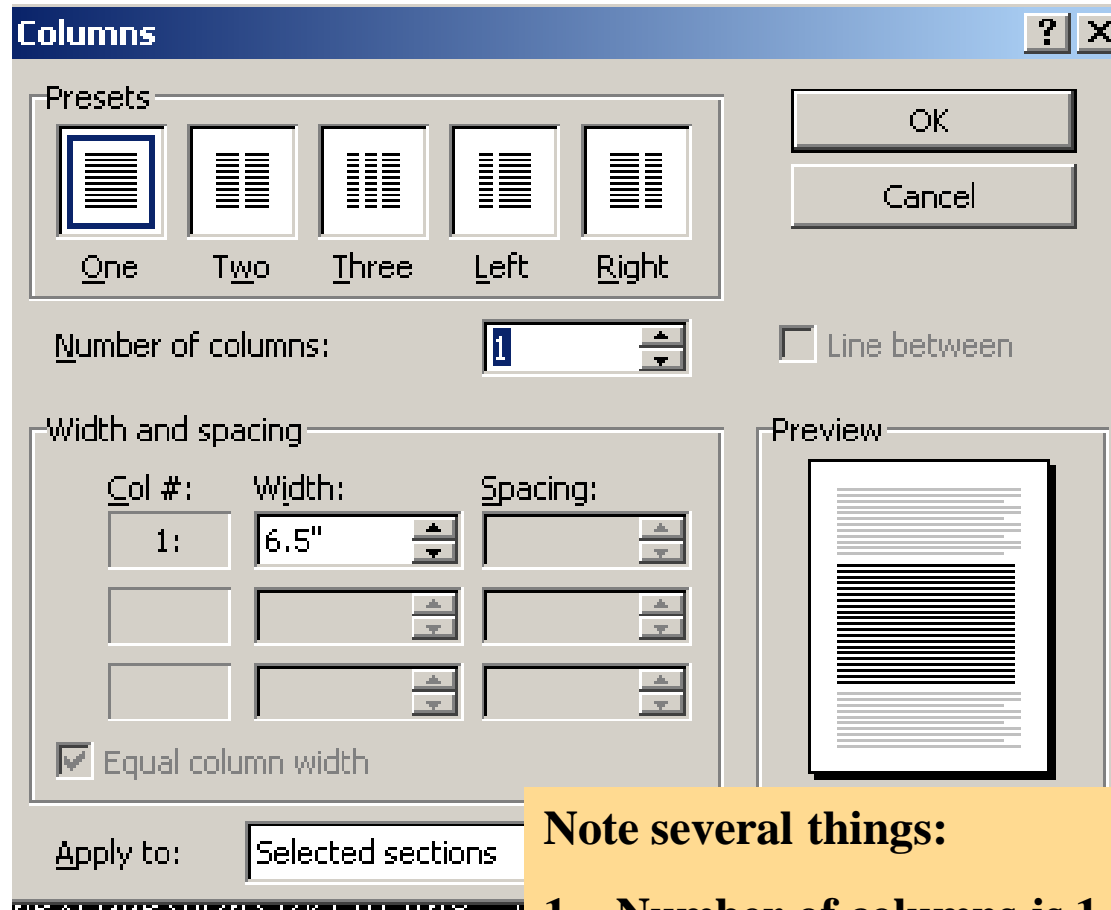
T / F here is a cure for Black Death.

T / F One form of Black Death can be transmitted through the air from one person to another.

T / F There is a vaccine for Black Death.

Then, go to Format and select Columns

This Dialogue box will appear.

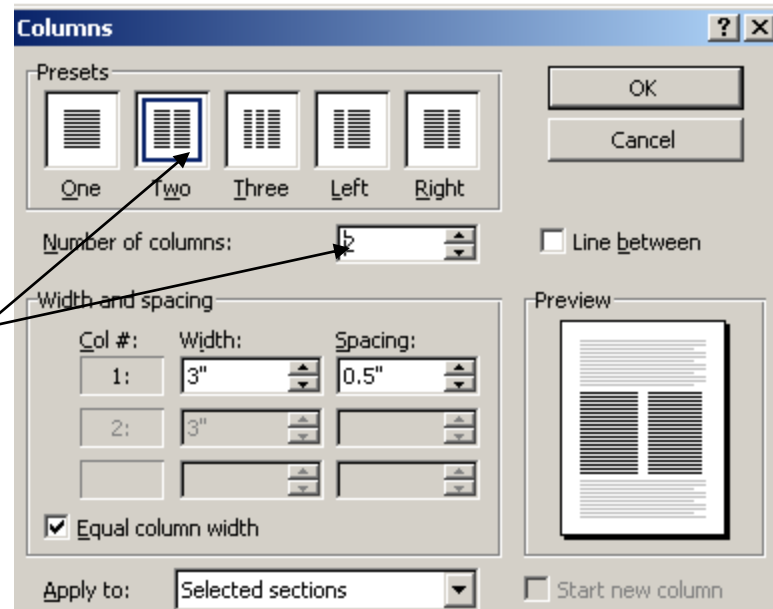


Note several things:

- 1. Number of columns is 1.**
- 2. Width is 6.5"**
- 3. The Preview shows only 1 column.**

following questions with the best possible answer.

Because I want 2 columns, I could either click this button or change this to 2. Both actions do the same thing.



next questions by clicking 1 or 2 to indicate a true or false statement.

h has more than one form.

Note several things:

- 1. Width is 3"**
- 2. Spacing is 0.5"**
- 3. The Preview shows 2 columns.**

Note: You can change the Width or Spacing by using the up/down arrow keys.

Okay, I have 2 columns.

Please answer the following questions with the best possible answer.

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- Nervous system
- Immune system

Black Death likely became a human disease from:

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- A monkey bite
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T / F One form of Black Death can be

Please answer the following demographic questions honestly, remember, your name is not on this form!!

Age (in years):

- 18 - 25
- 26 - 30
- 31 - 35
- 36 - 40
- 41 - 45
- 46 - 50
- 51 - 55
- 56 - 60
- 60 - 65
- 65 or older

Gender:

- Male
- Female
- Other

Level of Education:

- Some K-12 School
- High School Diploma
- Some College
- College Degree
- Technical Certification
- Some University