WordPerfect
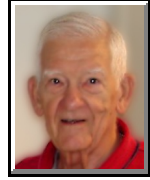# TEXT BOX COLUMNS

Dave Lee

Click on the blue, underlined text to go to its linked reference.[1]

You can create multiple columns with a box around it.
It can be done one of two ways.

1. Place the columns on the last page and select Format ➤ Page Border.

2. Select a border for the entire page.

3. Go to the page where you want to insert:
    A. Select Insert ➤ Text Box.
    B. RIGHT-click on the box and click on Size.
    C. Make it large enough to accommodate the data. (You can resize it later if you need it bigger or smaller.)
    D. With the cursor inside the text box, select Format ➤ Columns just as you would in a "regular" page.
    E. Type text.
    F. Click outside the text box when you're finished.
    G. Resize or change the border style as desired.

4. SAVE your document.

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