Word (2010) Parallel Columns for Signature Blocks

When I do a stipulation in Word Perfect, I usually set up Parallel columns so that I can have the signature blocks for the 2 attorneys appear on the same lines.

There doesn't seem to be any parallel column in Word. I can put the signature blocks in 2-column format, but I have to put in a bunch of hard-returns to get them to line up (and they go out of alignment if anything changes.

I hate the workaround of putting in one line, then tabbing over and putting in the other line. That prevents me from replacing an entire signature block in one step.

I'm actually getting better at Word; I've been using it more, and I'm getting used to styles.

I can't figure this one out, though.

Insert a 2-column table ...

Pamela the Paralegal

*Pamela J. Starr

Patrick: I do this as a table in Word, with the grid lines for the table
turned off. It works very well, and you can add additional rows for things
like titles, dates, etc.

Scott I. Barer, California

You could make a table with invisible borders - that's what I do.

Christopher Carpenter

Use a table (hide the borders) with 2 columns and however many rows you need.

T. Ryan Phillips, South Carolina

If you've already defined the area to use two columns, just insert a column break at the end of the first signature block. (Alt-I-B, choose "column.")

If you're typing along and you get to the signatures, create the left-hand signature block. Select it, and choose "Page Layout" "Columns" then choose Two. Put in a gutter of 1/2" or so. Go to the end of the first signature block, and insert the column break as above.

That won't give you "parallel" columns that snake automatically, but it will give you what you're looking for without the rigidity of a table (in case one of the ID blocks runs longer). I've never found Word to be especially adept at "snaking" or "flowing" parallel columns. They would have you use frames for that, but frames are cumbersome and a bit wonky.

If you choose the "tables" option, insert a table with one row, three columns. The center column will be your gutter. Similar net result, and if you're comfortable with tables, may be easier to manage. (Some subtle differences in the way margin and cell padding will affect the alignment on the left and right sides.)

-Rick

Richard J. Rutledge, Jr., North Carolina

"I will avoid using columns in Word at all costs, I will avoid using columns in Word at all costs" (unless of course you've got a serious masochistic streak :-)

Always tables - infinitely easier to control. And this is hardly a new issue - the same was true way back to WordPerfect for DOS days and the headaches of "parallel" and "newspaper" columns.

Ross

*Ross L. Kodner, Wisconsin

The combination of WordPerfect and DOS is surely to trigger 8th Amendment cruel and unusual punishment challenges...

T. Ryan Phillips

Tables, not columns. Check.

Patrick W. Begos, Connecticut

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2 col table for sure. AND, for many years, I have done that with my usual sig block--sig on left, address & phones on right. Just hate to have extra page for a few damn lines.

BONUS, I imbed my sig in the table. Haven't signed anything for years. Used to get flack from clerks about no original--even when I printed in color.   For last, 4-5 years, have printed B & W--only one clerk questioned in that time.

John Page, Florida