

How to Create a 2-Column Layout in Adobe InDesign

Step 1: Click **File** in the top menu.

Step 2: Click **New**.

Step 3: Click **Document**.

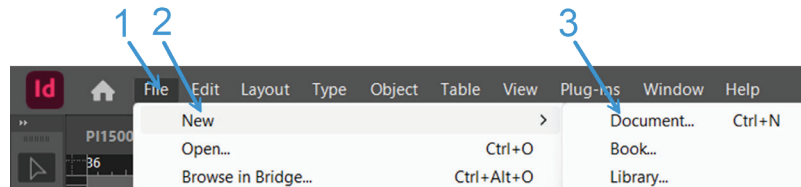


Figure 1. Create new document. (Source: Noah Long)

Step 4: Set the page size to **8.5x11” portrait**.

Step 5: Set all four margins to **0.5”**.

Step 6: Click **Create** to open the document.

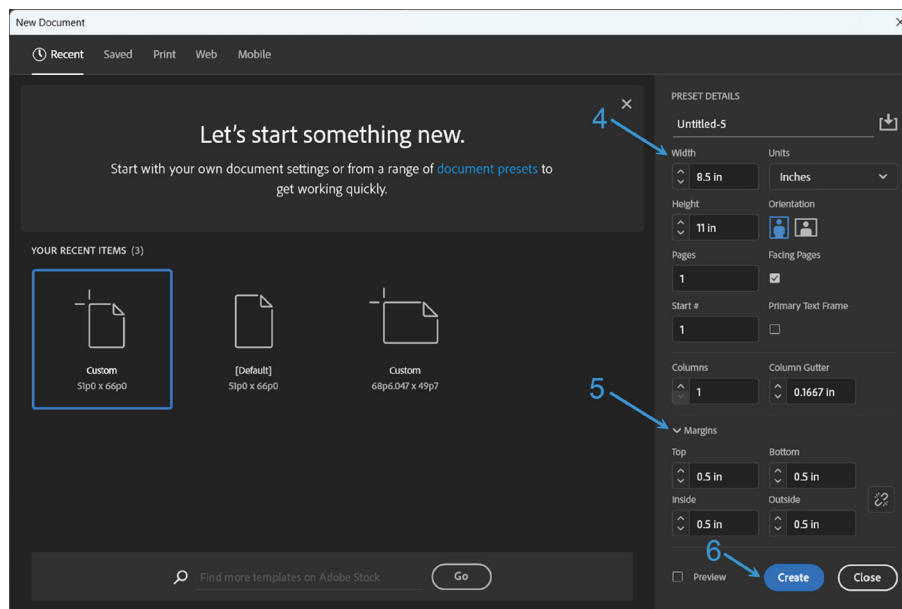


Figure 2. New document page settings. (Source: Noah Long)

Step 7: Click the **Type Tool** **T** in the left toolbar.

Step 8: Click and drag from the top left corner to the bottom right corner to create a text frame.

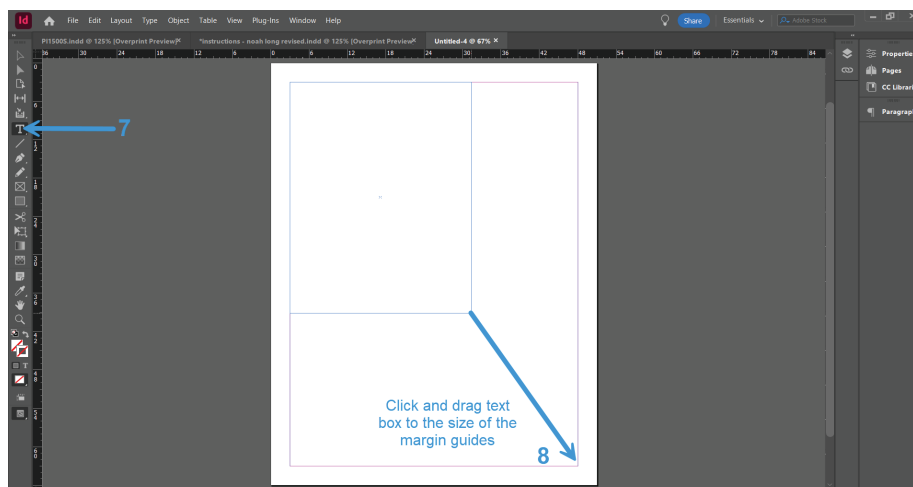


Figure 3. Size text box to screen. (Source: Noah Long)

Step 9: Click **Object** in the top menu.

Step 10: Click **Text Frame Options** to open the Text Frame Options panel.

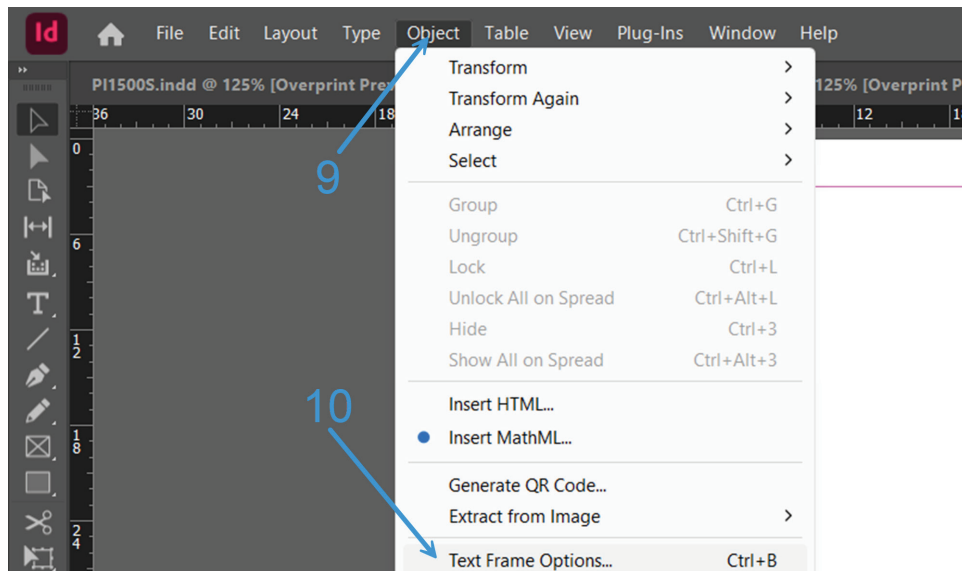


Figure 4. Opening Text Frame Options panel. (Source: Noah Long)

Step 11: Set the number of columns to **2**.

Step 12: Click **OK** to apply the column settings.

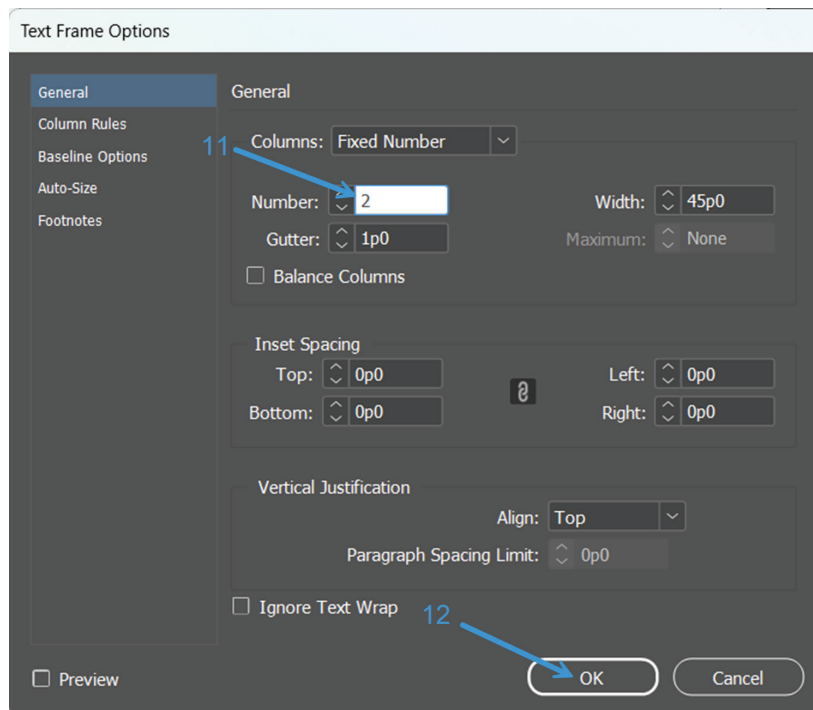


Figure 5. Column settings in Text Frame Options panel. (Source: Noah Long)

Step 13: Type or paste your text into the frame. It will automatically flow between the columns.

Step 14: Click **File** in the top menu.

Step 15: Click **Save** to save your document.