

Creating a Document with Two Columns and an Image with Text Wrapping Using InDesign on a Mac

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Overview:

InDesign is one of many powerful creative tools produced by Adobe Inc. This desktop publishing software can be used to create a range of documents for print and digital formats.

When creating documents, page layout is useful for organizing text, images, and other media in formats including brochures, newsletters, and menus. Mastering this skill will also help if you are tasked with laying out shorter documents, including resumes, and longer publications such as instruction manuals and books.

This short, six-step presentation is written for beginner-level InDesign users with Mac computers. These illustrated instructions will guide you step-by-step through creating a two-column document and adding an image around which the text will be wrapped.

Required Materials

- ✓ A **Mac** computer that is either plugged in or fully charged.
- ✓ Adobe InDesign loaded to the computer. To buy and download the latest version of InDesign, follow this [link](#) and scroll to the bottom of the page to determine which subscription is best for you.
 - *If you are a student, check with your professor or department to determine if the school has an institutional subscription that you can take advantage of.*
- ✓ An image on your computer that you can add to the document.

Step One: Opening InDesign and Creating a New Document

1. Look at the computer's menu bar. You will see the InDesign icon in the menu bar. (*Figure A*).



Figure A

2. Open InDesign by clicking on the application's icon.
3. When the app opens, at the top left, click **New File**. *A dialogue box will appear.*
4. Select **Default** document. In the **Preset Details** panel, change **Columns** to 2. Leave the other preset details settings as they are. At the bottom right, select **Create**. *This creates the basic document you'll work with. (Figure B)*

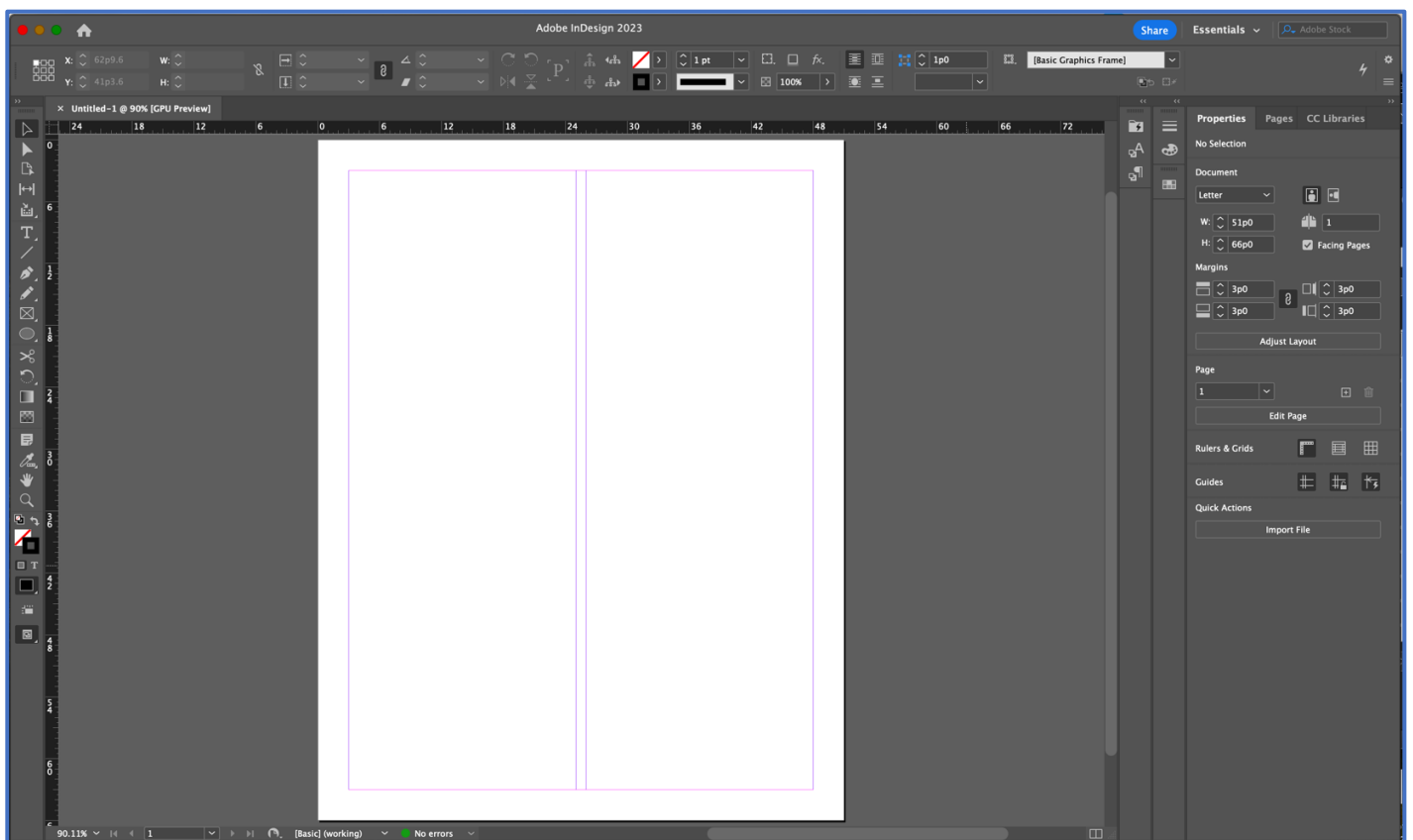


Figure B

Step Two: Creating Text Boxes and Adding Placeholder Text

Now, you're ready to create the boxes that will hold the text in each column. We'll create and fill the left text box, and then create and fill the right text box.

1. In the left-side tool bar, select the **Type Tool** (*Figure 2a*).



Figure 2a

2. In the left column, position the cursor at the top left corner. Press and hold cursor and drag to the bottom right corner (*Figure 2b*)
This creates the first text box.

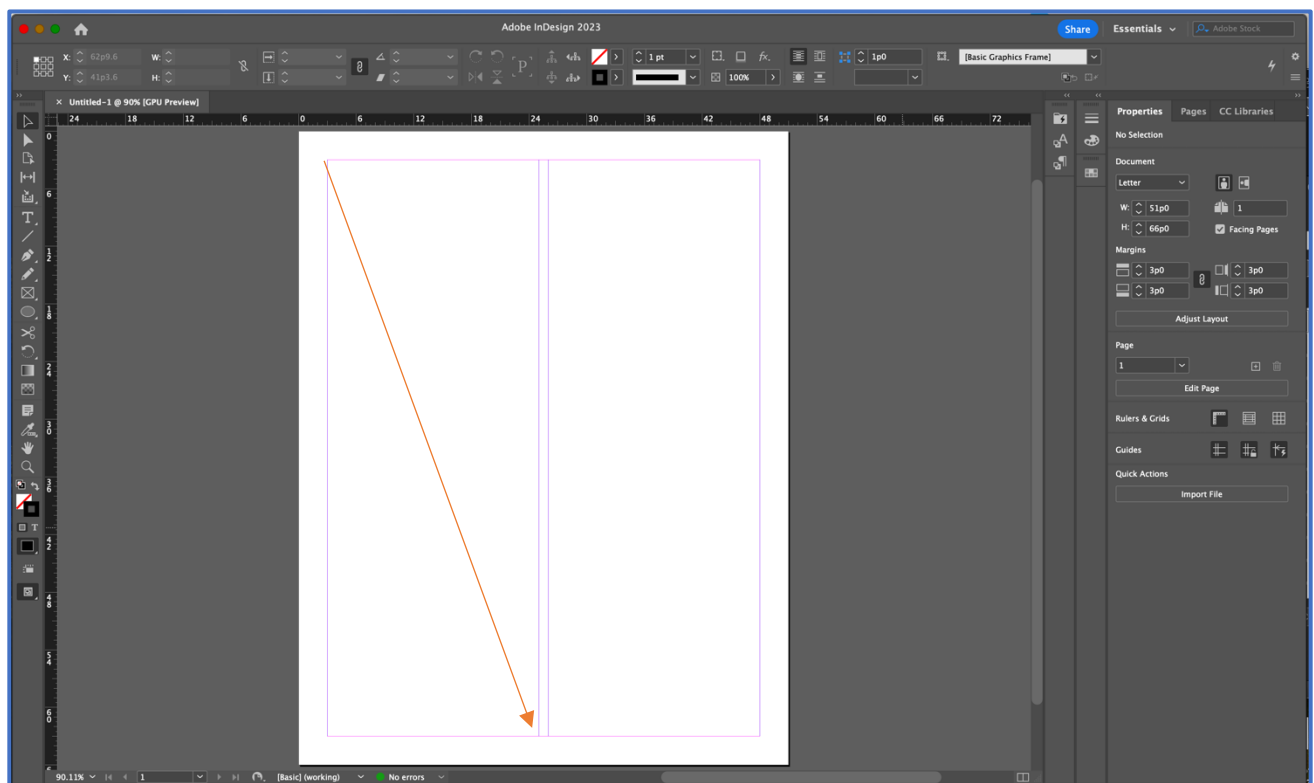


Figure 2b

From the menu at the top of the screen, select **Type**.

3. Scroll to the bottom of the dropdown menu.

Select **Fill with Placeholder Text**. *Ipsum lorem text will populate the left column.*
(Figure 2c)

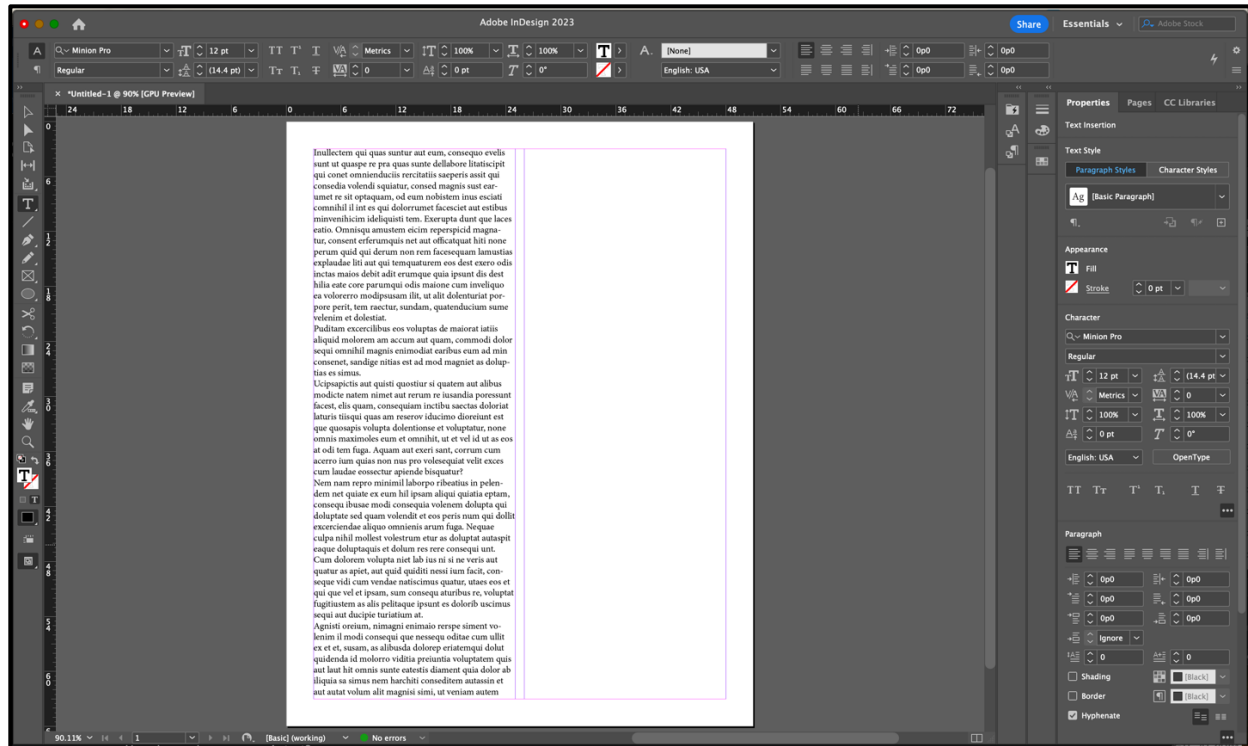


Figure 2c

Now we'll create the right-side text box and fill it with text.

4. In the left-side menu, select the **Type Tool**.
5. In the right column, position the cursor at the top left corner.
6. Press and hold cursor and drag to the bottom right corner.
This creates the second text box (Figure 2d).
7. From the menu bar at the top of the screen, select **Type**.
Scroll down to the bottom of the dropdown menu. Select **Fill with Placeholder Text**.
Ipsum lorem will populate the right column (Figure 2e).

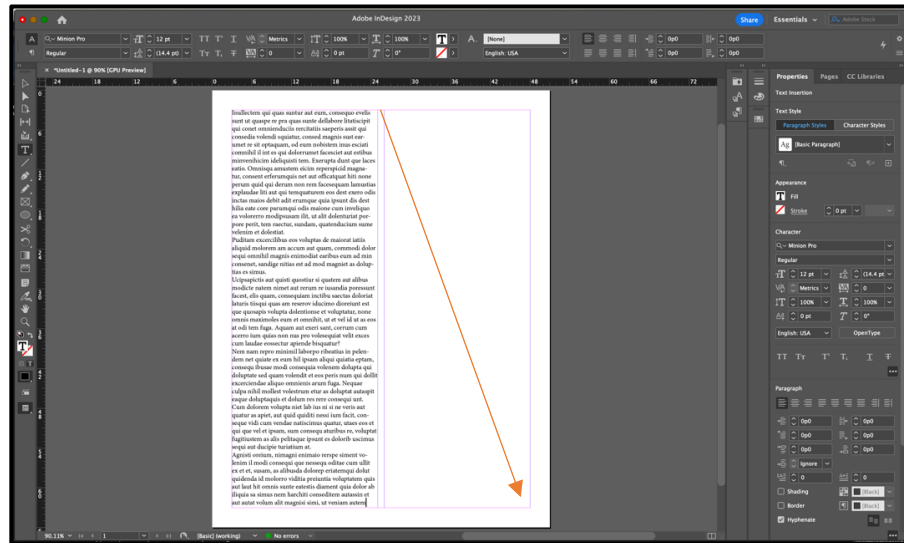


Figure 2d

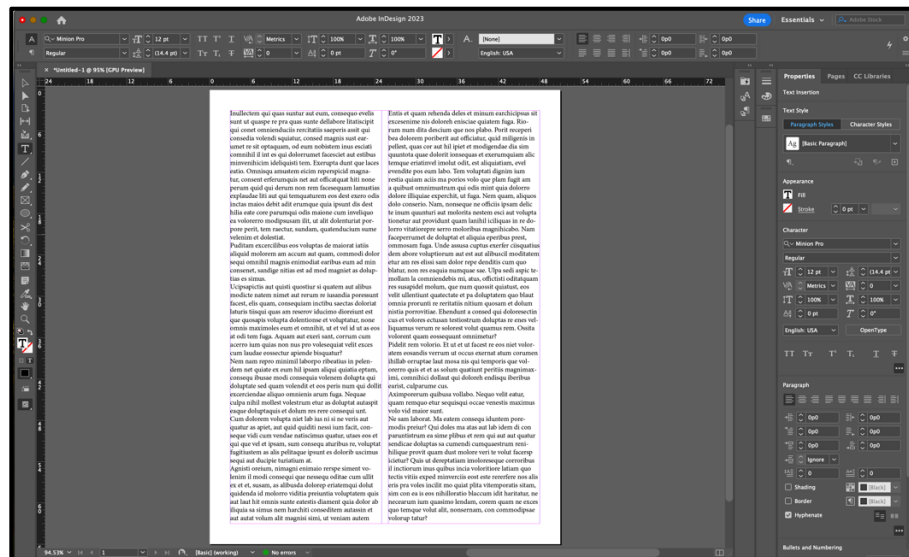


Figure 2e

Step Three: Creating a Rectangle Frame.

Now that we've added text to the columns, let's add an image. We'll start by creating a frame that will hold the image.

1. From the left-side tool bar, select the **Rectangle Tool** (*Figure 3a*).



Figure 3a

2. Place the cursor in the middle of the left column. Press and hold to drag from left to right. *This creates the frame (Figure 3b).*

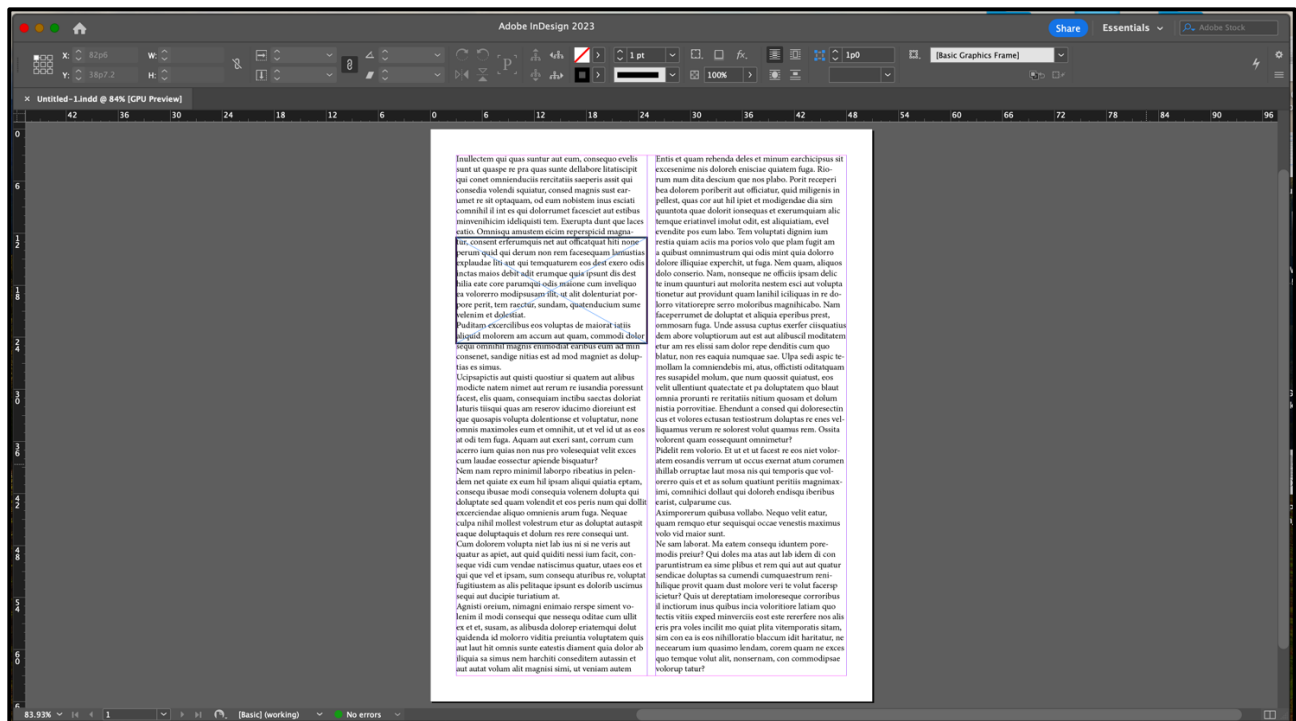


Figure 3b

Step Four: Adding an Image

With the frame in place, now we can add the image.

1. From the top menu, select **File**. Scroll down to **Place**.
2. Select the image you identified for this project in the dialogue box. Click **Open**.
3. Hover the cursor over the rectangle you created in the left column. Click the cursor.
The selected image will populate the frame.
4. From the menu, select **Object**. Scroll down to and select **Fitting**.
5. Select **Fill Frame Proportionally**. *The image will fill the frame proportionally.*
(See Figure 4a)



Figure 4a

Step Five: Text and Justify Wrap

The last step is wrapping and justifying the text around the image we've just placed in the left column.

1. Click on the image. From the top menu, select **Window**. Scroll down to and select **Text Wrap**.
2. A dialogue box will appear (*Figure 5a*). Select the second image, which wraps text around the bounding box. Under Wrap Options, leave the setting Wrap to Both Right & Left Sides.

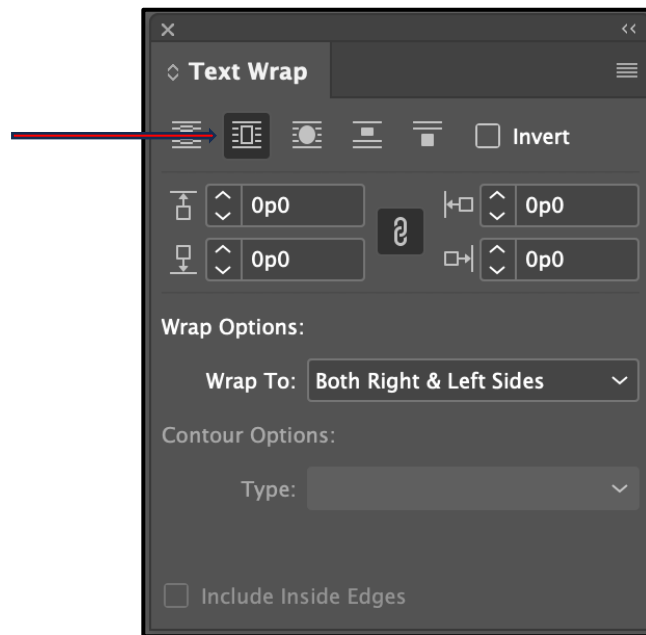


Figure 5a

3. Click the up arrow  for any of the offset presets to create a border around the image. All will adjust uniformly to create the border (*Figure 5b*).

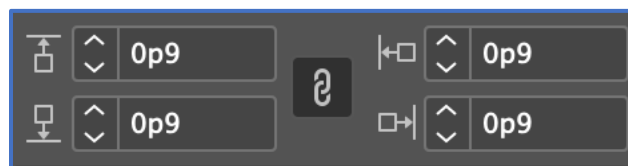


Figure 5b