

# How to create and customize margins and columns in Adobe InDesign CC 2018

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## Overview

This five-part tutorial is designed for beginners to Adobe InDesign to learn how to create and customize margins and columns in an Adobe InDesign document. You can create and adjust appropriate margins and columns to create a professional, uniform, and organized document.

### Before you begin

Be sure that your Adobe InDesign program is the 2018 version.

### Materials needed

- Adobe InDesign CC 2018

## Part 1: Create a New Document

1. Open Adobe InDesign CC.
2. Click the **Create New** button on the left to create a new document.
3. Choose your document's size and format.  
*See Figure 1*
4. Click the **Create** button on the bottom right to open the document.

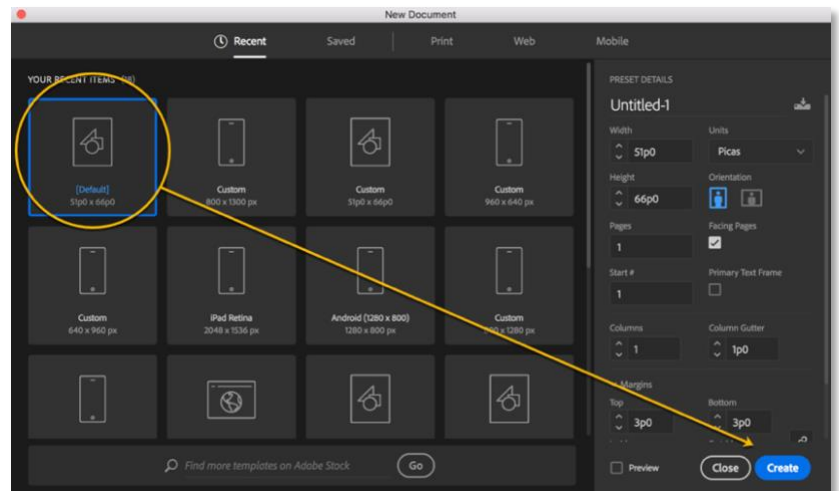


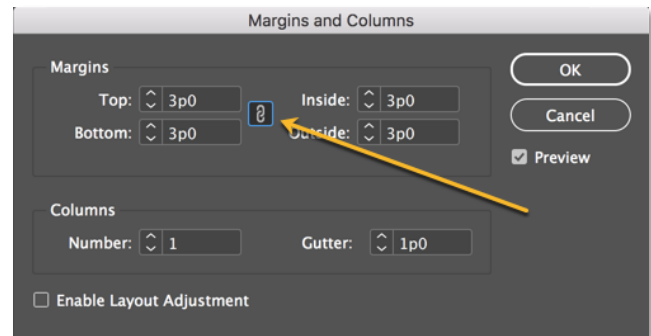
Figure 1: The **Default** document size has been chosen as an example.

## Part 2: Open Margins and Columns Settings

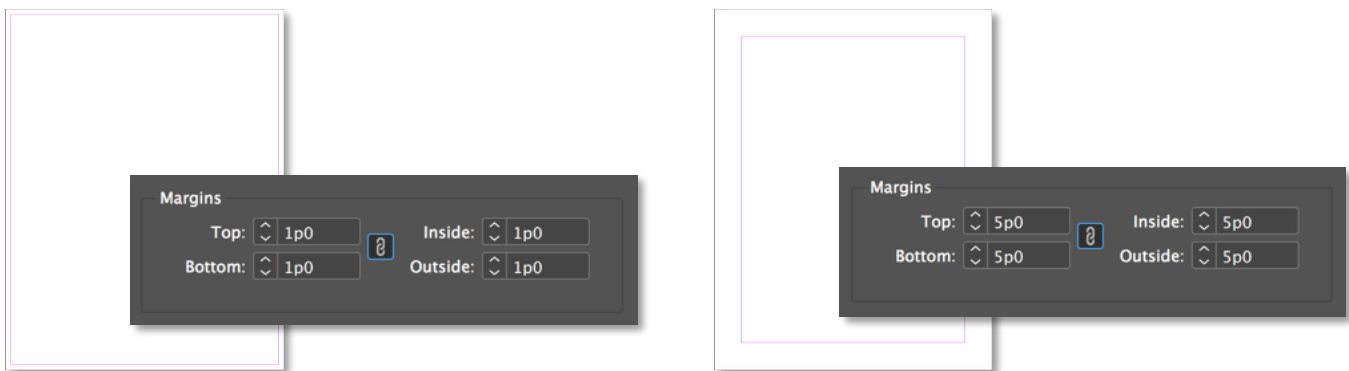
1. Go to **Layout > Margins and Columns...** to open the Margins and Columns settings.
2. Check the **Preview** box to see how the margins and columns look on your document as you customize it.

## Part 3: Customize Margins

1. Ensure the **Linking** icon is activated and not crossed out. *See Figure 2*
2. Click the **up and down arrows** to adjust the margins or input a number. *See Figure 3*



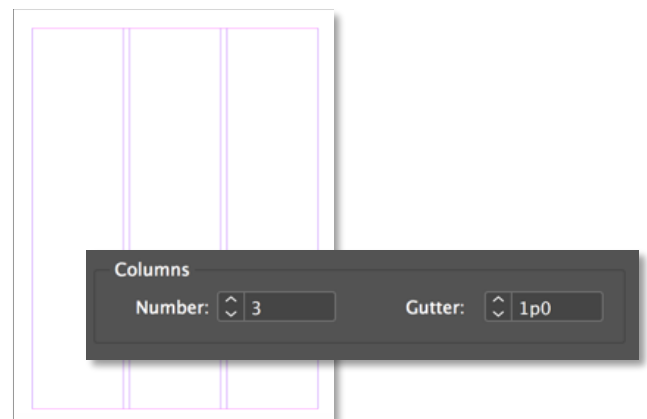
*Figure 2: Enabling the linking icon keeps all margin settings the same size when adjusting.*



*Figure 3: These two documents illustrate the difference between a document that has thin margins (left) and a document with large margins (right).*

## Part 4: Create and Customize Columns

1. Click the **up and down arrows** to customize the columns in your document.
2. Adjust the gutter (the spacing between the columns) on the document. *See Figure 4*



*Figure 4: This document has 3 columns applied with a gutter size of 1p0.*

## Part 5: Confirm Settings

1. Click the **OK** button to confirm the settings and see your document with its customized margins and columns.

Congratulations! Your document now has fully customizable margins and columns. You can now create clean and organized layouts.