

Next, create a **frame**.

1. Click the Text tool.
2. Click at the corner where the gold rectangle on the left and the top horizontal guideline meet.
3. Drag to create a frame that's about 6.0 inches wide and 6.0 inches long.
4. Click the Text menu, Format Text. Click the Frames and Columns tab.
5. Type 2 in the Number Of Columns box and click OK.