FRAMES

When creating text or placing an image into InDesign, you are creating a frame for the text or image to be bound by. The frame creates the physical boundary that the object cannot exceed. It is a separate element from the content; changing the frame size or shape does not alter the contained object itself, just how it is displayed.

TEXT FRAME

Creating a text box is creating a frame (A). Manipulating the frame alters the space for the text, but does not change the text formatting (size). Holding Command while dragging the handles of the text box will both alter the frame AND the stretch the text (B). Hold Command and Shift to enlarge the frame and text proportionally, maintaining relative formatting (C).

IMAGE FRAME

Utilizing the place command from the menu automatically imports your chosen image into a frame. Using the regular select tool selects the frame; you can move the entire piece within the layout, but using the box handles will ONLY manipulate the frame, NOT the image.

To change both at once, hold down Command, then click and drag a handle to resize. Hold Shift also to ensure resizing that maintains proportions (doesn't stretch out your image).
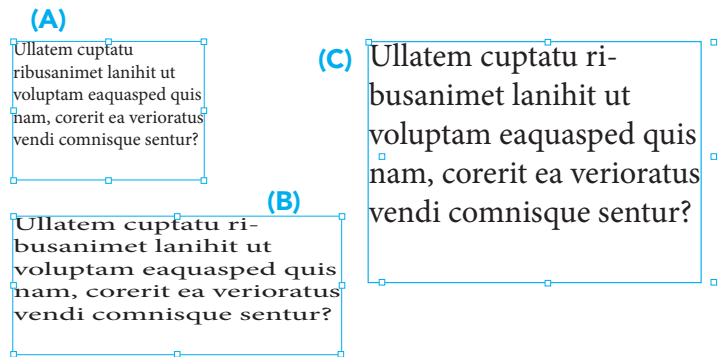
To keep the frame as is, but change the image display:
—Use the direct select tool. The highlighting box should appear as a different color and the cursor appears as a hand. Click and drag to reposition the image within the frame. Click once for the handles to appear. Hold shift and drag a handle to change the image size. Note the frame does not change, only what part of the image is displayed inside of it.

—Double click with the regular Select Tool to select the image (not the frame) and adjust as needed.

—Hover over the object with regular Select Tool. A "donut" should appear in the center. Hover over the donut to make the cursor change to a hand. Click once to select the content. Adjust as needed.

Paste Into

You can easily use an existing shape as your frame. If it's a typed letter, outline it first. TYPE > Create Outlines, or shortcut: Shift+Command+O. Copy the image/graphic you want placed in the frame. Select your desired frame and EDIT > Paste Into or Option+Command+V. Note, if you have multiple objects to place in one frame, they must be grouped first. You may only place one group per frame.

(A)

Ullatem cuptatu ribusanimet lanihit ut voluptam eaquasped quis nam, corerit ea verioratus vendi comnisque sentur?

(C) Ullatem cuptatu ri-busanimet lanihit ut voluptam eaquasped quis nam, corerit ea verioratus vendi comnisque sentur?

(B)
Ullatem cuptatu ri-busanimet lanihit ut voluptam eaquasped quis nam, corerit ea verioratus vendi comnisque sentur?

dragging only the frame handles to a smaller size reduces image display, but does not actually alter the image itself.

content

frame

When manipulating the frame handles or the "donut" for content, clicking+holding before moving the mouse gives you a "ghosted" image to display what has fallen outside of the frame and will not be visible once done making adjustments.