

Using Frames in PageMaker

What is a frame?

PageMaker 6.5 includes a special kind of object called a frame. While a frame behaves in many ways like any other PageMaker graphic object (for example, a frame can have stroke and fill attributes), a frame differs in two important ways:

- ✓ A frame can hold content—either text or graphics—or serve as a placeholder for content.
- ✓ One text frame can be threaded to other text frames so that a single story can flow through multiple frames.

In general, you'll want to use frames as placeholders for content in structured documents such as newspapers or newsletters.

Taking advantage of frames By drawing empty frames as placeholders and threading text frames together, you create a template in which the layout and structure of the publication is set and content is easily poured into assigned spaces.

Comparing frames, text blocks, and drawn objects

Frames, text blocks, and drawn objects are alike in that you can select them with the pointer tool and make modifications—move, resize, duplicate, rotate, and more—using the exact same features or techniques. However, each type of object has unique capabilities and purposes.

- A** PageMaker-drawn elements (rectangles, ellipses, polygons) can have a fill and stroke, have eight selection handles, and cannot contain content other than fill colors or patterns.
- B** Text blocks have no fill or stroke attributes, must be rectangular, and have four selection handles. A story can flow to the previous or next text block.

- C** Frames—like any PageMaker-drawn element—can be any shape, can have fill and stroke attributes, and have eight selection handles. Unlike PageMaker-drawn elements, however, frames can contain content—either text or graphics.

- D** A story can flow to the previous or next frame.

- E** Frames act as placeholders for content and are marked with a non-printing “X” if empty.

An empty frame displays with a non-printing “X” but otherwise behaves and prints like any other PageMaker drawn shape.

Creating a frame

To create a frame you use the frame tools in the toolbox. You can also turn any object you've created with the PageMaker drawing tools (with the exception of straight lines) into a frame.

If you add a frame to a master page, its border and content appears on each publication page to which the master is applied; you cannot, from a publication page, add content to a frame placed on a master page.

To create a new frame, select a frame tool and draw the frame like you would any PageMaker object. The shape is ready to receive content. An empty frame displays with a nonprinting cyan marker, but otherwise behaves and prints like any other PageMaker-drawn shape.

To turn a basic shape into a frame:

1. Create or select a PageMaker-drawn shape.
2. Choose Element > Change to frame.

The shape preserves its fill, line weight, and other object attributes.

Note: If you don't want the frame border to show, select the frame; choose Element > Stroke > None. A non-printing gray border surrounds the frame. If you want to hide the non-printing border, choose View > Hide Guides.

Adding content to a frame

You can fill frames with text or imported images already added to the publication, or with text and graphic files that have not yet been placed. You can also type directly into a frame to start a new story or to edit an existing one.

A frame becomes a text frame or a graphics frame depending on the content you add. Remember that once you add a graphic to a new frame, that graphic frame cannot include text (unless you first delete or detach the graphic from the frame). The only way that a frame can include both text and graphics is if you've filled a frame with text (making it a text frame) and the story includes an in-line graphic that flows with the text.

To attach existing text or graphics to a frame:

1. Use the pointer tool to select the frame.
2. Press Shift and select the text block or imported graphic you want to add to the frame.
3. Choose Element > Frame > Attach Content

To import text or graphics into a frame:

1. Select the frame.
2. Choose File > Place.
3. Select the file you want to place, select the Place Within Frame option along with other place options, and then click OK.

Note: If you choose the Place command without having selected a frame, or if you do not select the Place Within Frame option, you can still add the imported file to a frame after you click OK in the Place dialog box: simply click the loaded text or graphic cursor on the frame you want the imported content to occupy.

To type into a frame:

1. Click the text tool.
2. Click in an empty frame or in a frame containing text and start typing.

To detach content from a frame:

1. Select a graphic frame or an unthreaded text frame.
2. Choose Element > Frame > Separate Content.

The frame becomes empty, and an independent graphic or text block is added to the page. (The command is unavailable for threaded text frames.)

To delete content from a frame:

1. Select a frame.
2. Choose Element > Frame > Delete Content.

The frame becomes empty. If the selected frame contained text, the entire story is deleted, even if the text was threaded into other frames.

Selecting frames and their content:

Once a frame contains content, you cannot rotate, skew, or flip the content independently of the frame it is in; text and graphics added to a frame take on the same transformations applied to the frame. You can, however, modify an image within a frame with commands such as Image Control, or PhotoShop Effects. To select an image in a graphics frame (so you can modify it), press CTRL and click within the frame.

To resize a graphic within a frame, you must first select the frame and then choose Element > Frame > Separate Content. Next, resize the graphic, and then choose Element > Frame > Attach Content with both the graphic and the frame selected.

To select text for editing in a text frame, use the text tool to select the text. To select an in-line graphic within a text frame, select the pointer tool, and click the in-line graphic.

Positioning content within a frame:

You have a variety of options for specifying how the content of a frame is positioned within a frame:

- ✓ For graphics larger or smaller than the frames that contain them, you can specify that graphics are clipped to fit within the existing frame borders (applies only to graphics larger than the frame), or scaled to fit the existing frame borders. Alternatively, you can specify that the frame resizes to fit the size of the graphic.
- ✓ You can specify an inset value between text and the frame border. You can set a separate inset value for each side of a rectangle text frame, or

set a single inset value for oval or polygonal text frames.

- ✓ You can change how the content aligns vertically and horizontally within the frame. For example, you might want some graphics to be positioned in the center of a frame; in other frames you might want the graphics to align along the top and left borders of the available space. (For text frames, changes are limited to vertical alignment of rectangular frames.)

To control how content is positioned within frames:

1. Do one of the following:
 - ✓ Use the pointer tool to select one or more frames to change.
 - ✓ Deselect all frames to change the default for all new frames in the active publication.
 - ✓ Close all open publications to change the default for all new publications.
2. Choose Element > Frame > Frame Options. Alternatively, to change the default, double-click a frame tool.
3. Select one of the options for the Content Position area of the dialog box. If you want the graphic to be scaled to the frame, you can select Maintain Aspect Ratio so the scaling is proportional. Otherwise, graphics are scaled only in the direction necessary.
4. Choose a vertical and a horizontal alignment from the two Alignment pop-up menus.
5. In the Frame Inset section of the dialog box, type values to specify the inset on four sides of rectangular frames, or a single value for an inset within oval or polygonal frames.

To move an image within the borders of a frame:

1. Select the cropping tool from the toolbox.
2. Click in the frame you want to modify, and drag the image to a new position (panning).

Threading Text Frames

Whereas text blocks are threaded together somewhat automatically as you flow text, text frames must be threaded together manually. Once text frames are threaded, however, you can more easily redirect the flow of text through them than you can with text

blocks. (Threaded frames also differ from threaded text blocks in that, when you delete a threaded frame, the text in the frame moves to the next frame in the thread.)

To thread one text frame to another:

1. With the pointer tool, select a text frame or an empty text frame.
2. Click the bottom windowshade handle. Even if the windowshade handle indicates there is more text to flow, the cursor does not change to a loaded text icon after you click the handle (as it would with a text block). The cursor changes to the thread icon.
3. Click the text frame you want to thread to. The frames are threaded together. Plus signs appear in the text frame handles to indicate that the frames are threaded. If the frame you selected in step 1 had more text to flow, the text now appears in the frame you selected in step 3.

Traversing text frames

You can follow the flow of text from one frame to the next by using commands on the Element > Frame menu.

To go to the next frame:

Select a threaded text frame, and choose Element > Frame > Next Frame.

To go to the previous frame:

Select a threaded text frame, and choose Element > Frame > Previous Frame

Redirecting text flow in threaded text frames:

Just as you establish the original order of threaded text frames by clicking windowshade handles, so you can revise the order (or add new frames into the thread) by clicking windowshade handles.

If you want to revise the threading order in the middle of a set of threaded frames, you must first break the thread at the point where you want to change the threading order. For example, say your text threads from frame 1 to 2, frame 2 to 3, and frame 3 to 4. To thread the text from frame 2 to a new frame on the page, you must first break the connection between frame 2 and 3; when you do this, frame 3 and 4 remain threaded together, but become empty (since the text thread will now end at frame 2).

You use the Element > Frame > Remove From Thread command to omit a selected frame from the flow entirely. PageMaker automatically threads together the frames before and after the one you removed from the thread.

To redirect text flow through frames:

1. Using the pointer tool, select the frame you want to thread to a different frame.

You can skip to step 3 if the selected frame is not threaded to a subsequent frame.

2. Press CTRL + Shift, and click the selected frame's top or bottom windowshade handle. Clicking the top handle breaks the thread to the previous frame; clicking the bottom handle breaks the thread to the next frame. The text rolls up to the frame that immediately precedes the break.
3. With the frame still selected, click in the bottom windowshade handle.

The cursor turns into the thread icon.

4. Click the frame you want to be next in the thread.

To disconnect a frame from a thread:

1. Using the pointer tool, select the frame you want to unthread.
2. Choose Element > Frame > Remove from Thread.