The tools.

So far, you have learned how to create objects with the PageMaker drawing tools and how to manipulate their colors and fills. Now, you're going to learn how to manipulate them in another way...by putting pictures inside them.

Take a look at the tool box. You have not yet worked with the three drawing tools highlighted at right. Objects drawn with these tools will have the same shapes as their counterparts drawn with the tools on the left side of the tool box, but these will have loops at the tops and bottoms like window shades as well as an X across them. These are picture boxes.

Putting the picture into the box.

First, draw the shape you want with a picture box tool. Use the regular polygon tool to define the number of sides and any star inset you want. Double click on the tool in the tool box to access the dialog box. The polygon picture box tool will draw the same object.

With the picture box selected, use the Place command. When the Place document dialog box appears, navigate to the location where the image you want inside the box is located. If you are working on the Borders Exercise, that will be in the Borders Exercise folder on the Advertising Class server.

Matching the picture box size to the image.

The size of your placed image may be larger or smaller than the picture box you drew. No problem. Enlarge or reduce the size of your picture box to fit the image using the pointer tool. The size of the image will not change but the size of the object will.

You also may find that the image is not positioned well within the object. Again, no problem. Use the cropping tool to move the image around inside the picture box.

Resizing the box and image together.

Up to this point, you've been moving the box and image around independently--the box with the pointer and the image with the cropping tool. But, let's say that, in order to accommodate the whole image, you had to enlarge the box to a size larger than you want it in your composition. How do you reduce both elements simultaneously? Simple. With the box selected, group it with the image. Now, the two can be resized as a single unit.