How to place images on a page

To add images to an Adobe InDesign CS6 page, you need to *place* them on the page within a graphics frame. InDesign supports most major image formats. Commonly used formats include TIFF, BMP, JPEG, PDF, PSD, and AI. You can place any of these formats on a page.

You can resize an image and its graphics frame independently. This gives you a wide degree of control over how your image appears on the page.

When you place images on a page, you are actually placing a link from the page to the graphics file. When the page is printed, InDesign prints the image on the page according to your specifications.

Placing images on a page without first creating a graphics frame

You use the Place command to put images and other objects on a page. You can put images and other objects on a page either within a frame or without first creating a frame. You may find it more precise to first create a graphics frame and then place the image within the frame. If you place an image on a page without first creating a frame, InDesign automatically creates a graphics frame around the image.

To place an image on the page without a graphics frame:

1. Create a new document in InDesign.
2. Choose File > Place.

   The Place dialog box appears (**Figure 1**).
3. Browse to the location of the file you want to place.
4. Make sure the Show Import Options and Replace Selected Item options are deselected.

   You can use the Show Import Options option to manage advanced options for placed images. This option becomes more important when you place image formats such as Adobe Photoshop and Adobe Illustrator files.

   When you select the Replace Selected Item option, InDesign replaces whatever content is in the currently selected frame with your new image.
5. Make sure the Preview option is selected (Windows).

   A thumbnail of the image appears in the lower-right corner of the Place dialog box (Windows).
6. Select the file and click Open.

   The Place dialog box closes and the pointer changes to a Loaded Graphics icon, with a thumbnail of the image.

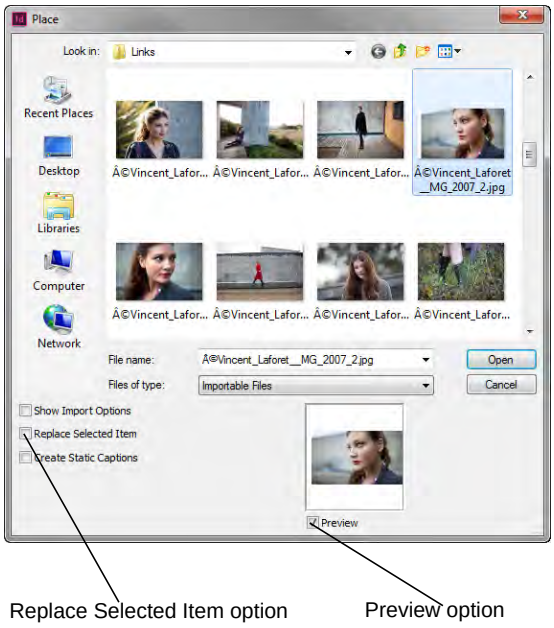

Figure 1 Place dialog box

7. Click the page where you want to place the image.

   The image is inserted into the page, at its current size. The image may overlap margins (**Figure 2**).

   To minimize RAM use, InDesign displays images at a minimal quality by default.

8. To display the image at full quality, choose View > Display Performance > High Quality Display (**Figure 3**).

   The image's quality changes.

   Note: This setting does not change how the image appears when printed.

9. Click the Selection tool in the Tools panel.

10. Click the image.

    Observe that selection handles appear around the image, indicating that the image is in a graphics frame.

11. Choose Object > Select > Content.

    This command selects the image inside the graphics frame.

12. Press the Delete key.

    The image is deleted and the graphics frame sized to fit the image remains (**Figure 4**).

Figure 2 Image placed on page

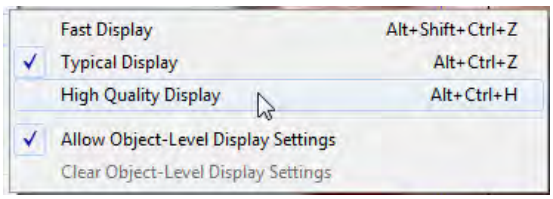

Figure 3 Display performance options

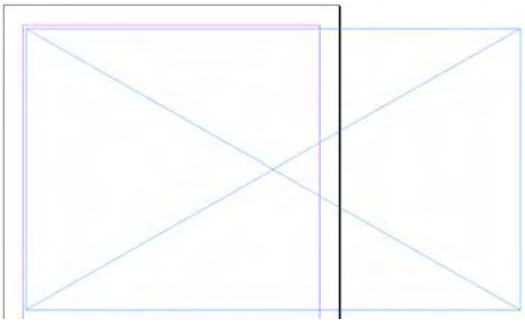

Figure 4 Empty graphics frame

Placing images into graphics frames

Generally, you will want to create a graphics frame before placing an image. This gives you more control over the location of the image than when you place an image without first creating a frame.

To place an image into a graphics frame:

1. Select the Rectangle Frame tool in the Tools panel (**Figure 5**).

2. Drag it across the page to create a graphics frame.

   The frame is selected when you finish drawing it. Observe the selection handles at its edges.

3. Choose File > Place.

   The Place dialog box appears (**Figure 1**).

4. Browse to the location of the file you want to place.

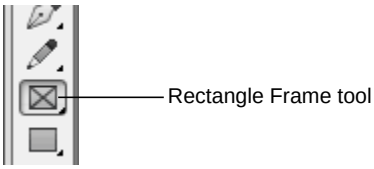

Figure 5 Tools panel

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5. Make sure the Show Import Options option is deselected.

   The Show Import Options option lets you manage advanced options for placed images. This option becomes more important when you place image formats such as Adobe Photoshop and Adobe Illustrator files.

6. Select the Preview option (Windows), and select the Replace Selected Item option.

   When the Preview option is selected, a thumbnail of the image appears in the lower-right corner of the Place dialog box (Windows).

   When you select the Replace Selected Item option, InDesign replaces whatever content is in the currently selected frame with your new image.

7. Select the file and click Open.

   The image is added to the graphics frame.

   If the image is larger than the frame, only a portion of the image appears (**Figure 6**).

8. Select Object > Fitting.

   This menu provides several options for fitting the content to the frame or the frame to the content (**Figure 7**).

   If the new image is smaller or larger than the frame, you can refit the frame by choosing Object > Fitting > Fit Content To Frame.

   The content is fit to the placed frame (**Figure 8**).

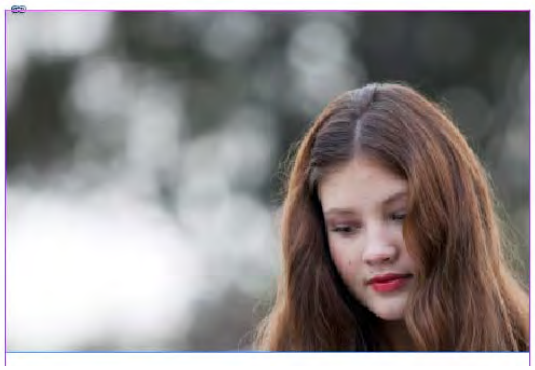

Figure 6 Portion of image in frame

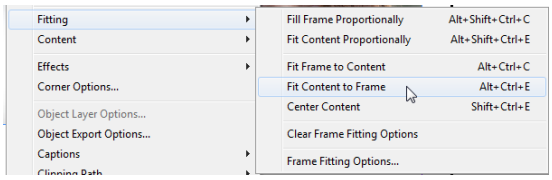

Figure 7 Object fitting options

Figure 8 Image fitted to frame