

## How to transform objects

You can modify an object's size or shape and change its orientation on the pasteboard by using the Free Transform tool.

### Using the Free Transform tool

The Free Transform tool works the same way in Adobe InDesign CS4 that it does in Adobe Photoshop CS4 and Adobe Illustrator CS4, by providing a way to perform any transformation with just one tool. You can combine transformations, such as rotating and scaling, when the Free Transform tool is active.

*Scale:* To scale objects, drag the bounding box handle until the object is the desired size. To preserve the selection's proportions, hold down the Shift key while dragging.

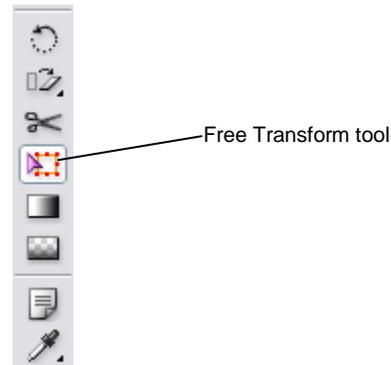
*Rotate:* To rotate objects, first position the pointer anywhere outside the bounding box. When the pointer changes to a rotation icon, drag until the selection is at the desired angle of rotation.

*Reflect:* To reflect objects, drag a handle of the bounding box past the opposite edge or handle until the object is at the desired level of reflection.

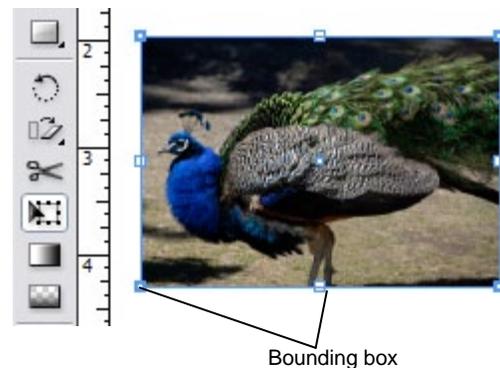
*Shear:* To shear objects, begin dragging a handle and then hold down Ctrl (Windows) or Command (Mac OS). Hold down Alt+Ctrl (Windows) or Command+Option (Mac OS) to shear from both sides of the object.

*To use the Free Transform tool:*

1. Start InDesign and open a document.
2. Select the Free Transform tool in the Tools panel (**Figure 1**).
3. Select a text or graphic frame by clicking on it (**Figure 2**).  
Bounding boxes appear around the edge of the frame.



**Figure 1** Tools panel



**Figure 2** Frame selected with Free Transform tool

4. Click on one of the bounding boxes and drag it to scale the frame (**Figure 3**).
5. Release the mouse to apply the scale (**Figure 4**).
6. Move the pointer just outside one of the corner bounding boxes.

**Note:** Because you are using the Free Transform tool, rotation, reflection, and shear are all immediately available here.

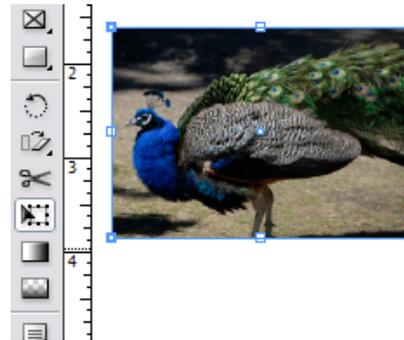
The pointer turns into a rotation icon (**Figure 5**).

7. Drag the pointer clockwise or counterclockwise.

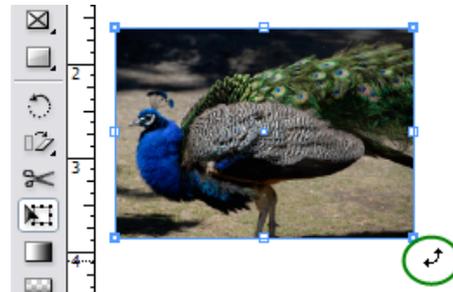
The frame rotates with an angle indicator showing the number of degrees the image has rotated. (**Figure 6**).



**Figure 3** Dragging to scale frame



**Figure 4** Scale result

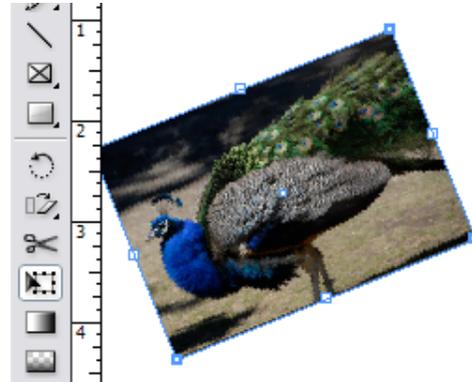


**Figure 5** Rotation icon

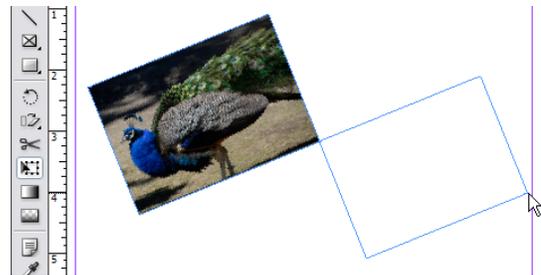


**Figure 6** Rotating image

8. Release the mouse to apply the rotation (**Figure 7**).
9. Drag one of the bounding boxes to the opposite side of the shape. Keep dragging until you see the shape's outline duplicate on the other side of the shape (**Figure 8**).
10. Release the mouse to apply the reflection (**Figure 9**).



**Figure 7** Rotation result



**Figure 8** Dragging to reflect



**Figure 9** Result of reflection

11. Hold down the Control key (Windows) or Command key (Mac OS) and drag one of the bounding boxes to shear the frame (**Figure 10**).
12. Release the mouse to apply the shear (**Figure 11**).



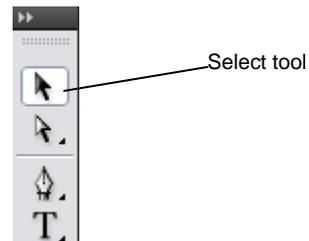
**Figure 10** Applying a shear



**Figure 11** Shear result

#### Using the Transform Again command

1. Apply one of the transformations described in the previous section.
2. Choose the Select tool in the Tools panel (**Figure 12**).
3. Select another object.
4. Choose Object > Transform Again > Transform Again.



**Figure 12** Tools panel