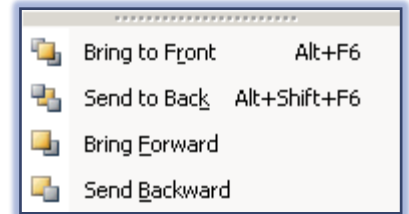


Arranging Frames

There might come an occasion when it becomes necessary to layer several frames on top of each other in a stack. It is possible to layer several objects and their frames using the layering commands on the **Arrange** menu. To do this:

- ❖ Drag a frame onto another frame to form a layer, like a text frame onto a picture frame.
- ❖ The one frame may appear to disappear. With the frame still selected,
 - Click **Arrange** on the **Menu Bar**.
 - Move the mouse pointer over the **Order** option.
 - Click one of the options from the list (see illustration at right).
 - The frame should appear on top of the other frame.
- ❖ With some practice, it is possible to layer several frames into complex arrangements on a publication page.
 - Understanding the layering commands on the **Arrange** menu can help when working with frames that are layered.
 - The table below provides a list and description of some of these **Arrange** menu options.



Item	Description
Bring to Front	This option moves the currently selected frame to the top of the layered stack of frames.
Send to Back	This option moves the currently selected frame to the bottom of the stack.
Bring Forward	This option moves the currently selected frame up one position in the stack. For example, if the frame is the second in the stack of layers, this moves the frame to the first position, or top, of the stack.
Send Backward	This option moves the currently selected frame down one position in the stack. For example, a frame in the second layer of the stack is moved to the third layer of the stack.

It is also possible to arrange frames using the button on the toolbar (see illustration at right). When the arrow next to the button is clicked, the same options appear as the ones on the Menu option and described in the table.

