

Inserting and Resizing Frames

When an item, such as a text box, a picture, or another object, is inserted on a publication page it is placed in a frame. Being able to insert, delete, or move frames and manage their border and color attributes provides the capability to give publication pages a customized look and control of the overall layout of individual pages. There are several options available when a frame is on a publication page. It is possible to size the frame, move the frame, delete the frame, or group the frame. A frame can be easily removed from a publication by selecting the frame and pressing the **Delete** key on the keyboard.

Inserting a Frame

To place a frame on a page, follow these steps:

- ❖ Click a frame tool (such as the Text Frame tool) on the **Objects** toolbar.
- ❖ Place the mouse pointer on the page where the new frame is to be placed.
- ❖ The mouse pointer will become crosshairs (see illustration on the right).
- ❖ Click and drag to create the frame, to determine the height and width of the frame.
- ❖ The new frame will appear on the page.
- ❖ The next action that is taken will depend on the type of frame that is chosen.



Undoing the Placement of a New Frame

If a frame is placed on a page in the wrong place, quickly remove it by clicking the **Undo** button on the **Standard** toolbar.



Sizing a Frame

Frames in a Publisher publication can be resized using three different methods. These are using the mouse pointer, the Format Object dialog box, and the Measurements toolbar.

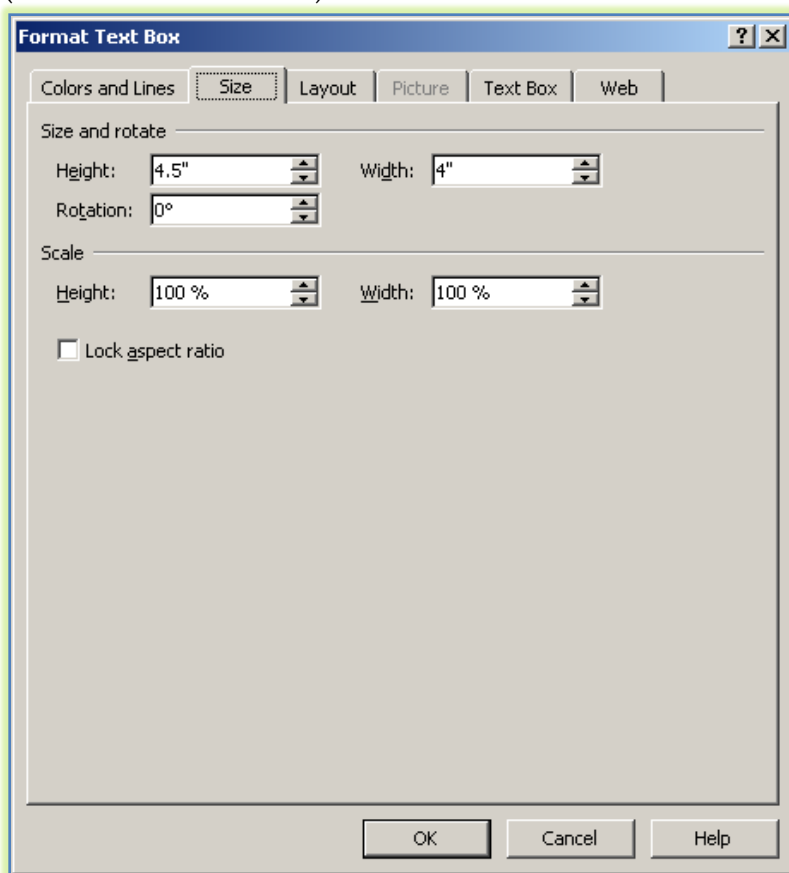
Using the Mouse Pointer

- ❖ Click anywhere in the frame.
- ❖ The selection handles should appear around the edge of the frame.
- ❖ Position the mouse pointer over one of the eight handles until the **Resize** tool appears.
 - **Change the Width**
 - ◆ Place the mouse pointer on one of the horizontal sizing handles on either the left or the right borders of the frame.
 - ◆ The mouse pointer will change to a double right and left pointing arrow.
 - ◆ Drag to change the width of the frame.
 - **Change the Height**
 - ◆ Place the mouse pointer on one of the sizing handles on either the top or bottom horizontal border of the frame.
 - ◆ The mouse pointer will change to a double up and down pointing arrow.
 - ◆ Drag to change the width of the frame using the Resize pointer.
 - **Change the Width and Height**
 - ◆ Place the mouse pointer on any of the diagonal sizing handles
 - ◆ These handles are positioned where the vertical and horizontal border meet in a corner.
 - ◆ The mouse pointer will change to a diagonal double pointing arrow.
 - ◆ Drag to change the overall size of the frame.
 - ◆ This option changes the width and height of the frame simultaneously and maintains the current width and height ratio.

Using the Format Object Dialog Box

If a more exact measurement of the height and width of a particular frame is needed, use the Format Object dialog box.

- ❖ Click anywhere on a frame to select it.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Select the last item in the list. The item name will depend on the object that has been selected in the publication.
- ❖ The **Format** _____ dialog box will appear. The second part of the name will depend on which type of object was selected.
- ❖ Click the **Size** tab (see illustration below).



- ❖ Under **Size and Rotate**:
 - Use the spinner arrows to enter a new height in the **Height** box.
 - Use the spinner arrows or type a new width in the **Width** box.
- ❖ Under **Scale**, click the **Lock Aspect Ratio** check box to keep the original aspect ratio for the object.
- ❖ Click **OK** to resize the frame and close the dialog box.

Using the Measurements Toolbar

- ❖ Select the frame that is to be resized.
- ❖ Select **View** from the **Menu Bar**.
- ❖ Choose **Toolbars** from the list of choices.
- ❖ Select **Measurements** from the **Toolbar** list.
- ❖ The **Measurements Toolbar** will display (see illustration at right).
- ❖ The third and fourth items in the list are used to resize the frame.
- ❖ Click the spinner arrows to change the size of the frame.

