

## Moving a Frame

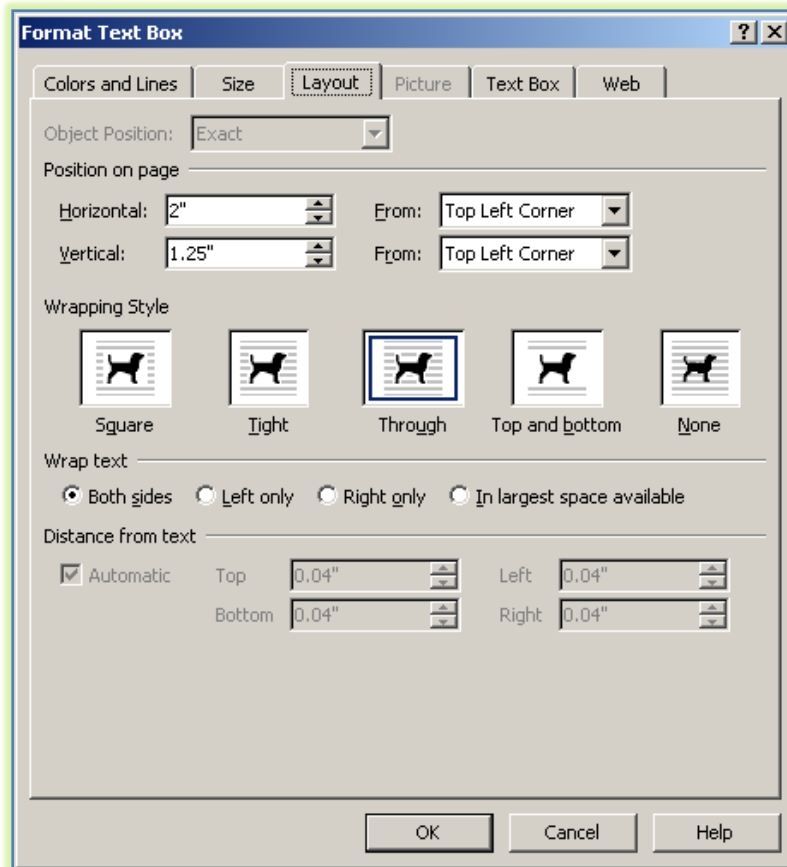
Publisher provides the capability of moving frames on a publication page to another position. Any selected frame can be moved using the mouse, the Format Object dialog box, the Snap to Grids feature, or the Measurements toolbar.

### Using the Mouse Pointer

- ❖ Click anywhere on a frame to select it.
- ❖ Place the mouse pointer on any of the border edges surrounding the frame.
- ❖ Do not place the mouse pointer on the sizing handles.
- ❖ A four headed arrow will appear.
- ❖ Drag the frame to a new position on the page.

### Using the Format Object Dialog Box

- ❖ Click anywhere on a frame to select it.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Choose the last option in the list.
- ❖ The **Format** \_\_\_\_ dialog box will appear. The second part of the name will depend on which object was selected.
- ❖ Click the **Layout** tab (see illustration below).

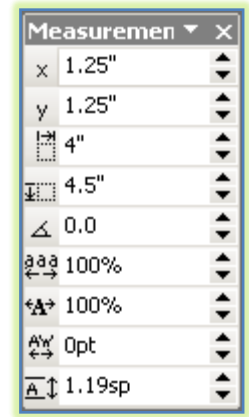


- ❖ Under **Position on Page**:
  - Use the **Horizontal Position** box to select the **Horizontal** position for the frame.
  - Use the **Vertical Position** box to select the **Vertical** position for the frame.
  - In the **From** lists select from **Top Left Corner**, **Center**, or **Top Right Corner**.
- ❖ Under **Wrapping Style** select the option for allowing text to wrap around the object.
- ❖ After all the position settings have been completed, click the **OK** button.

## Using the Measurements Toolbar

This toolbar is used to resize or to move an object in a Publisher publication.

- ❖ 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 **X** and **Y** options are used to move the frame in the publication window.
- ❖ Click the spinner arrows on the right side of the **X**, **Y** option to change the position of the frame in the window.



## Snap to Grids

- ❖ Click **Arrange** on the **Menu Bar**.
- ❖ Move the mouse pointer over **Snap**.
- ❖ Click one of the following to select it, if necessary:
  - To Ruler Marks
  - To Guides
  - To Objects
- ❖ If a check mark appears next to an option, it means the option is selected.
- ❖ Click the frame that is to be moved.
- ❖ Position the mouse pointer over the frame until the pointer changes to a four headed arrow.
- ❖ Drag the frame until the edge snaps to the guide, ruler mark, or frame.

