

## Creating a frame

You can create a frame in several ways:

- Choose **Insert > Frame > Frame** to create an empty frame. The Frame dialog (Figure 114) opens. You can set the frame's characteristics at this stage or click **OK** and come back to customize it later.
- Select text and choose **Insert > Frame > Frame** to open the Frame dialog. Customize the frame (for example, to add space between the frame and the text) and click **OK**. The selected text is removed from the normal text flow and inserted into the frame.
- Choose **Insert > Frame > Frame Interactively** to quickly draw an empty frame. The mouse cursor changes shape. Click and drag the mouse to draw an empty frame. To customize the frame, right-click it and choose **Properties** in the context menu.
- Insert a formula or OLE object by selecting **Insert > Object > [type of object]**. The item is inserted and appears in a frame. To customize the frame, right-click it and choose **Properties** in the context menu.

To add content to a frame, first deselect the frame by clicking in an empty space somewhere else on the page. Then, click inside the frame to place the text cursor there. Now add content as you would on the main page. When you are done, deselect the frame.

### ✓ Note

The menu item **Insert > Frame > Floating Frame** is for use with HTML documents.

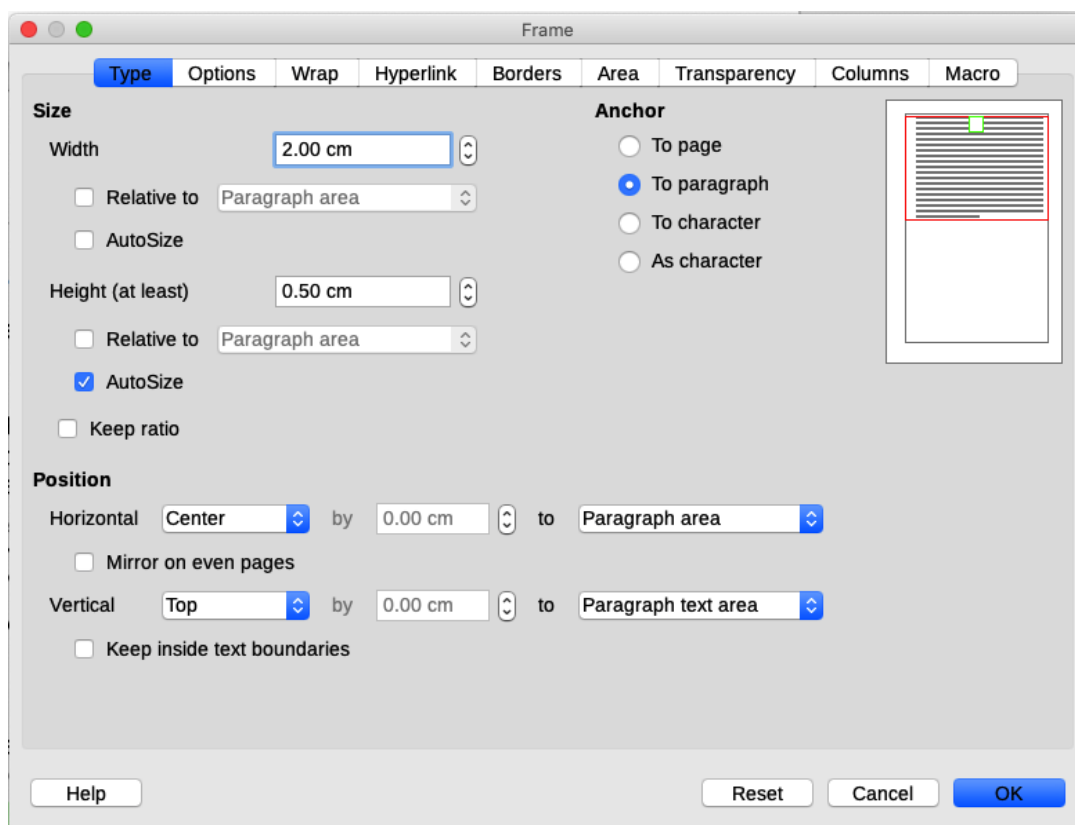


Figure 114: Frame dialog

## Frame toolbar

When you create or select a frame, the Frame toolbar (Figure 115) is displayed. By default, it replaces the Formatting toolbar. You can also display it by using **View > Toolbars > Frame**.