Creating new frame styles

You can access frame settings by selecting **New** or **Modify** in the Styles deck for a frame style.

- *Type* tab: sets the size and position of the frame. One of the most useful options here is **AutoSize**, which automatically adjusts the frame to the object it contains. If the frame style is used automatically, then this option should be selected.

- *Options* tab: sets whether the contents of the frame are printed and able to be edited in a read-only document. This page also sets the text direction, which is useful if you are using the frame for contents in a language that uses right-to-left text direction.

- *Wrap* tab: sets how text is positioned in relation to the frame and how close text comes to a frame. If you want the frame contents to stand out from the paragraphs around it, set the wrap to **Wrap Off**. This probably is the single most important page for frames.

- *Area* tab: sets the background color, bitmap, hatching, gradient, or pattern. This page is useful mostly for text frames in complex page layouts, in which a text frame has an appearance different from the general background of the page.

- *Transparency* tab: sets the transparency options for the selected background. Values can range from 0% (fully opaque) to +100% (fully transparent).

- *Borders* page: sets the attribute for a line around the frame, if any.

- *Columns* tab: this page can be ignored unless the frame is being used for text. The page is the same as is used to set up a page style, as described in Chapter 6, Formatting Pages: Advanced.

- *Macro* tab: sets a macro to use with the frame in order to trigger an action when the user interacts with the frame. These options are useful for on-line Writer or HTML documents.

Working with page styles

Page styles control page properties (margins, page size, header and footer, among others). However, unlike paragraphs, characters, and frames, pages can not have directly applied properties. If you change the properties of a page, you are actually changing the underlying page style, so those changes are applied to all pages that use that page style. To change the properties of individual pages, you need to create a new page style.

Creating a new page style

To create a new page style, open the Styles deck and click the **Page Styles** icon. Right-click anywhere in the window and select **New**. The Page Style dialog contains nine tabs.

Organizer tab

The *Organizer* tab is described on page 187.

General settings for the page style

The *Page* tab of the Page Style dialog is where you can control the general settings of the page. The tab consists of three sections, plus a preview area in the top right.

In the *Paper Format* section, you can specify the size of the paper, choosing from one of the many predefined formats, or select **User** to define your own paper size using the *Width* and *Height* fields. Select the orientation of the paper: **Portrait** or **Landscape**. If your printer has more than one tray, you can specify the tray from which to print pages in the new page style.