1 Anchor	6 Wrap Right	11 Back One	16 Border Style
2 Wrap Off	7 Wrap Through	12 Send to Back	17 Border Color
3 Page Wrap	8 Align	13 To Foreground	18 Background Color
4 Optimal Page Wrap	9 Bring to Front	14 To Background	19 Link Frames
5 Wrap Left	10 Forward One	15 Borders	20 Unlink Frames

Figure 115: Buttons on Frame toolbar

Moving, resizing, and changing frame attributes

When an object is added to Writer, it is automatically enclosed in a frame of a predetermined type. The frame sets how the object is placed on the page, as well as how it interacts with other elements in the document. You can edit the frame by modifying the frame style it uses or by manually formatting it when you add it to the document. Frame styles are discussed in Chapter 9, Working with Styles.

To change the size or location of a frame, first select the frame, then use either the mouse or the Frame dialog (Figure 114). Using the mouse is faster but less accurate.

> **Tip**
>
> You might want to use the mouse for gross layout and the dialog for fine-tuning.

You can re-size the frame manually in these ways:

- Click on the green squares (sizing handles) and drag to the appropriate size.
- Add content to it (the frame will re-size automatically if, for example, you add a large picture to it).
- Go back to the Frame dialog and set the size and other characteristics.

To change the location of the frame using the mouse, drag and drop one of the edges or put the cursor anywhere within the frame. The cursor changes to a four-headed arrow when properly positioned for a drag-and-drop move.

To change the size of the frame, drag one of the sizing handles. Drag a handle on one of the sides to enlarge or reduce the text frame in one dimension only; drag a corner handle to enlarge or reduce it in both dimensions.

These resizing actions distort the proportions of the frame. Holding down the *Shift* key while dragging one of the handles makes the frame keep the same proportions.

To open the Frame dialog, select the frame, right-click, and choose **Properties** in the context menu.

To add or remove a frame's border, click the relevant button on the Frame toolbar (Figure 115) to display some choices; or open the Frame dialog, go to the *Borders* page (Figure 116), and in the *Line Arrangement* section, select the first Preset (**Set No Borders**); or assign a borderless style to the frame; see Chapter 9, Working with Styles, for information on frame styles.

> **Note**
>
> Do not confuse a frame's border with the text boundaries that are made visible using the View menu (by selecting **View > Text Boundaries**).