

Move a Text Box 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.

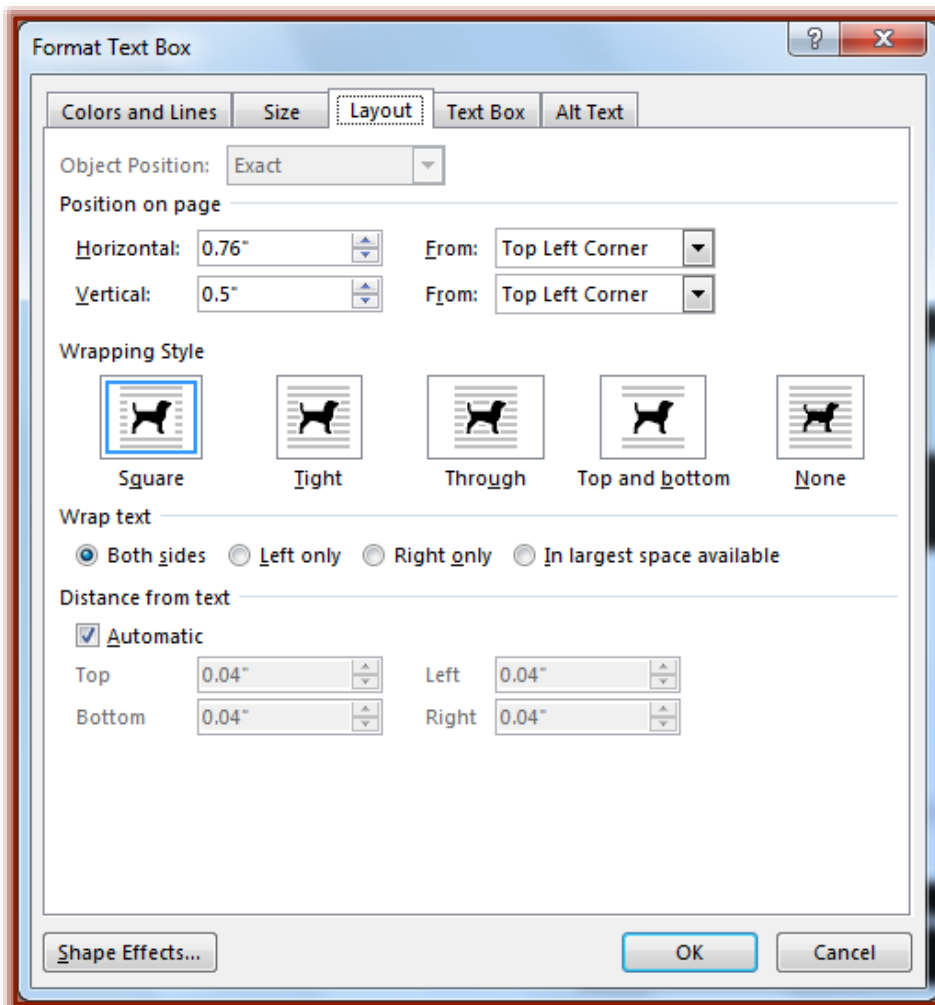
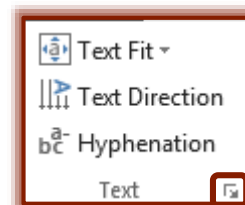
Use the Mouse Pointer

- ✦ 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 (see illustration).
- ✦ Drag the frame to a new position on the page.



Use the Format Object Dialog Box

- ✦ Click anywhere on a frame to select it.
- ✦ Click the **Text Box Tools Format Tab**.
- ✦ In the **Text Group**, click the **Format Text Box Dialog Box Launcher** button (see illustration).
- ✦ Click the **Layout** tab (see illustration below).



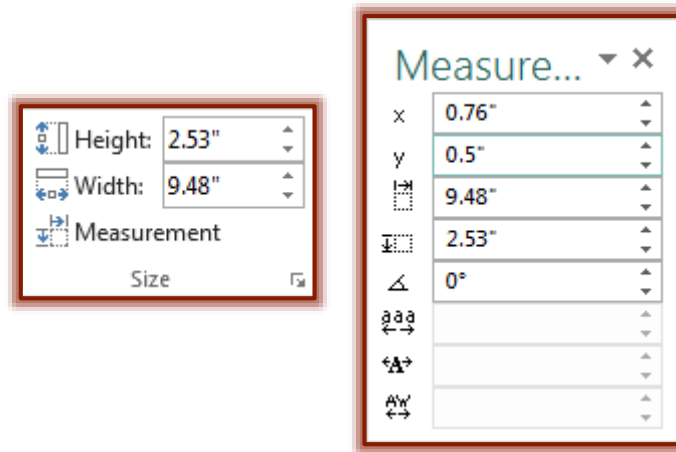
- ✦ Under **Position on Page**:
 - ☆ Use the **Horizontal Position** box to select the **Horizontal** position for the frame.
 - ☆ Use the **Vertical Position** box to select the **Vertical** position for the frame.

- ☆ 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.

Use the Measurements Toolbar

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

- ✚ Select the text box that is to be resized.
- ✚ Click the **Drawing Tools Format Tab**.
- ✚ In the **Size Group**, click the **Measurement** button.
- ✚ The **Measurements Task Pane** will display (see illustration).



- ✚ 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.