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## Creating Text in Frames

Firstly, create a frame on your page. Select the frame tool  from the toolbar, and move the cursor to the point where you want the frame to begin. Click and drag to define the entire area for the frame.

A frame of the specified size will be created, with the current frame default margins and columns.

Are you happy with the appearance of your frame?





### Setting Frame Values

From the **Page** menu, select the **Frame Setup** menu option. This will bring up the frame settings dialog box, from which you can alter the size of the frame margins, column blinds and the number of columns in the frame.

Alter these values now, and press **OK**. Your frame will now change to reflect your choices.



Once you are happy with your frame, you can move on to [creating text](#)



### **Frame Defaults**

To change the appearance of all newly created frames, choose **Defaults/Frames...** from the **Tools** menu, and enter your new values, then click **OK**.

The next time you create a frame with the frame tool, it will use these values.

Save them permanently, use **Save Settings** on the **Tool** menu.



## Creating Text

You can place text into your frame in one of three ways, select one to use now:



WYSIWYG Typing




Importing Text




Drag and Drop




## Importing Text

To import text into your frame, either double-click on the frame button , or select **File/Import Text...**

Select the file you wish to import from the files displayed. and click OK. The text will now be read into your frame. 

If there is too much text for the frame, PagePlus will spill the text into any suitable frames in can locate, and/or create new ones if you let it.

Once imported, the text is not linked to the original file (changes you make there will NOT affect the text in PagePlus), but can be edited via WritePlus 





**WYSIWYG text in frames**



### **Dragging and Dropping Text**

Text that is not currently inside a frame, can be moved into one.

Select a text block now. Then move it (by dragging with the pointer tool) until it is over your frame. The cursor will change into  or , and a text block already in the frame may be highlighted to show where this block will go.


Once you are happy with the indicated position in the frame, release the mouse button to end the move, and your text block will be placed into the frame.


You can also drag and drop text from a frame onto the page, or change a blocks position within the frame, by just picking it up and moving it onto the page, or somewhere else in the frame.





### Running WritePlus

To edit an existing text block or frame, double-click on it. WritePlus will appear, containing all the text in that block or story. 

To select a story to edit from all those available in your document, or to create new text from within WritePlus, press the WritePlus button  or select **Tools/Serif Add-Ons/WritePlus**.



To find the file you wish to open, you may need to change the **List Files Of Type** area on the open box, to display the correct file type (eg Word) of the file.

To load only the selected text block into PagePlus, rather than the entire story, hold the Control key down as you double-click on the text.

If you are unhappy with the current default appearance of your frames, choose **Defaults/Frames...** from the **Tools** menu, and enter your preferences for margins and columns. Clicking **OK** will make these the new defaults for the current publication

To save these defaults for all future publications, select **Tools/Save Settings** and select Defaults.

