

## CHAPTER FOUR: USING OBJECTS

**Objects** are shapes that can be added to a publication to emphasize a point or to spruce up your publication.

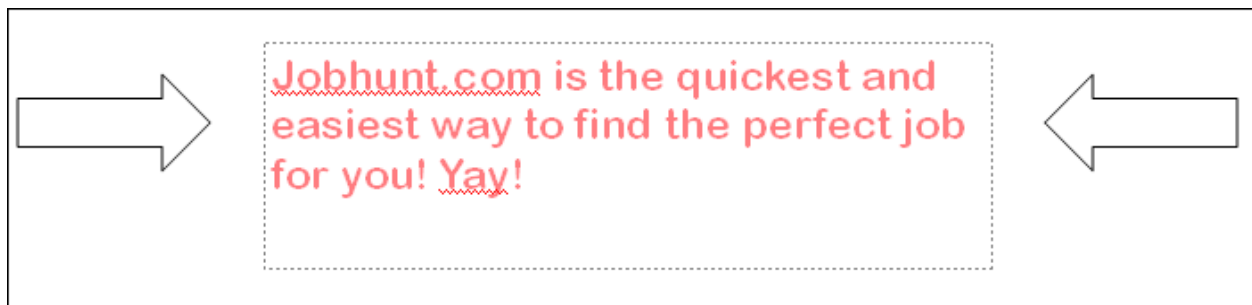
This Chapter Will Include:

- Adding Objects
- Formatting Objects
- Ordering Objects
- Grouping Objects
- Rotating Objects
- Aligning and Centering Objects

### Adding Objects

To add an object, follow these steps:

1. The **Drawing toolbar** contains a variety of objects that can be added to a publication. These include lines, arrows, ovals, and rectangles. There are also more shapes under the **AutoShapes** section of the toolbar.
2. Once you have selected the shape you want to apply, click the icon on the toolbar. Your cursor will appear as a cross.
3. Click and drag the cursor to create an outline of the shape. When you have the desired shape, release the mouse.
4. To create an object that is proportionally correct, click the mouse, hold **Shift**, and drag the mouse.
5. To edit the size of the object, use the **sizing handles** (see Chapter Two).
6. To delete an object, simply select it and press the **Delete** key.

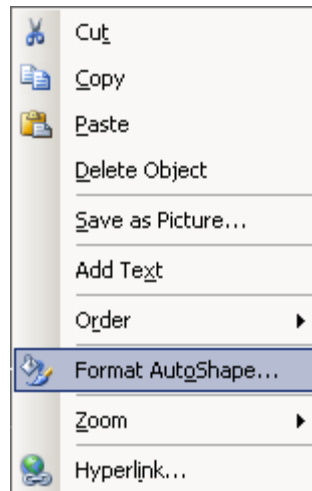


## Formatting Objects

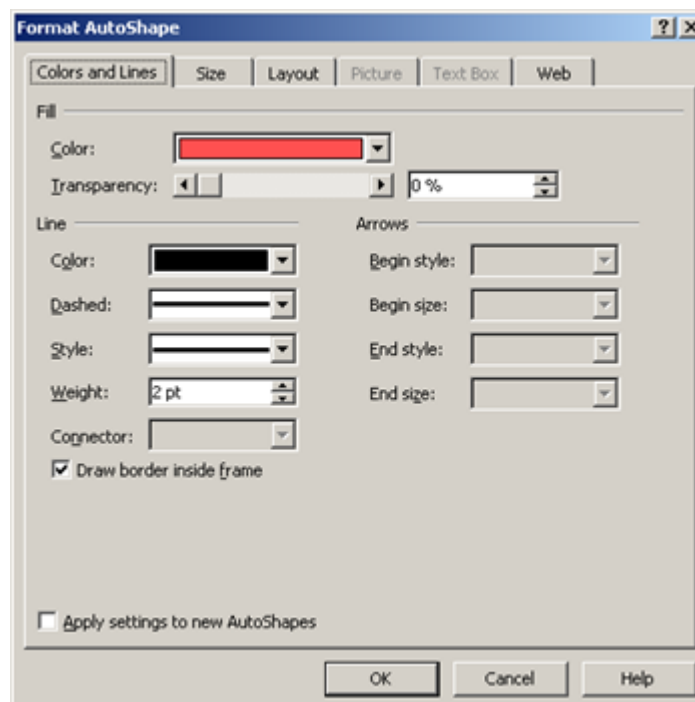
Like text boxes, objects can be formatted to have a fill color and border.

To apply a color or border, follow these steps:

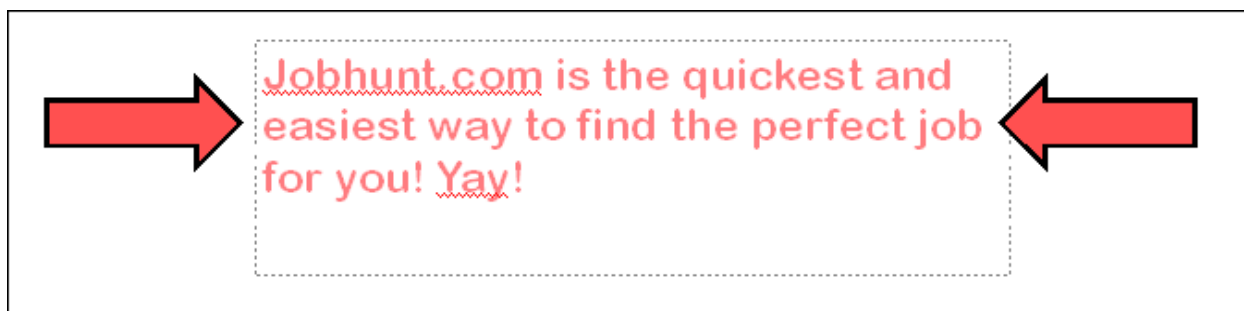
1. Double-click the object or right-click it and select **Format AutoShape** from the menu that appears.



2. In the **Format AutoShape Dialog Box**, select a fill and/or border color for your object. By default, objects have a white fill and a 1 pt. solid black border.

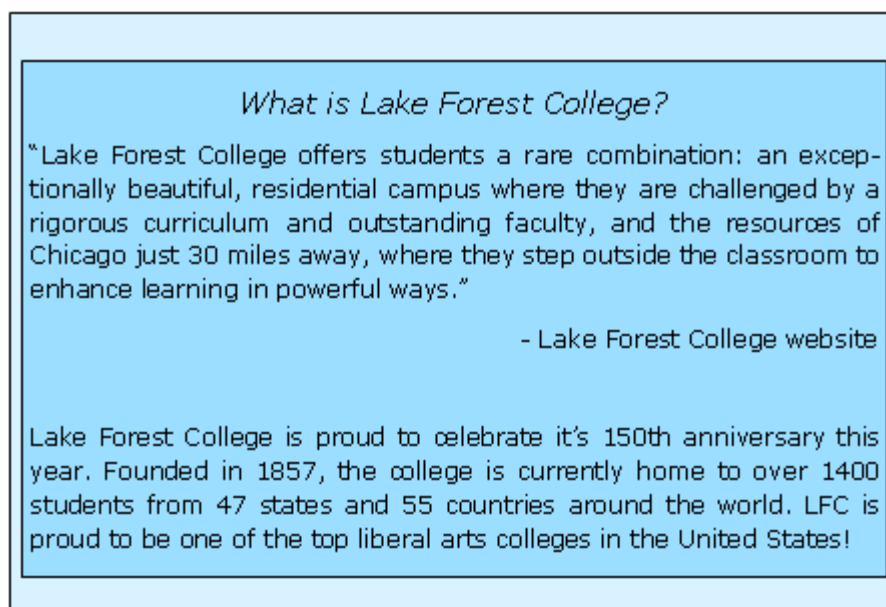


3. Click **OK** to apply your changes.



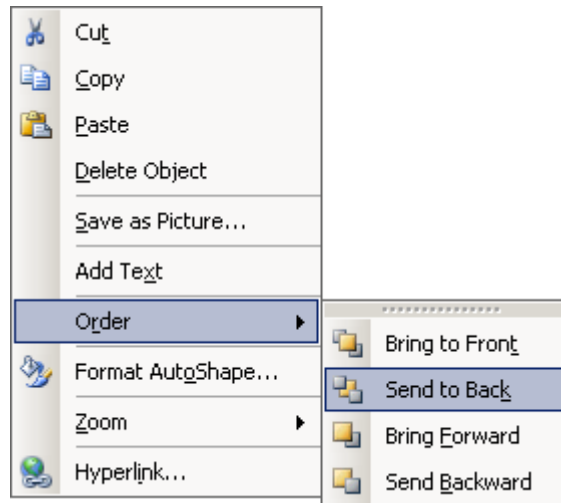
## Ordering Objects

The **order** of an object determines whether it appears in front of or behind another object. Sending objects to the back row has no effect on their appearance and can be especially useful if you place an object directly over text but still want to be able to edit text. For example, the following image contains a rectangle object and a text box. When the rectangle was first applied, it covered the text box even though it was transparent enough to appear as if it were behind the text box. This made it impossible to edit the text in the text box without actually moving the rectangle. Once the order of the object was changed so that it was in the back row, however, the text box and the rectangle were able to be edited.



To change the order of objects, follow these steps:

1. Right-click on an object and hover the mouse over **Object** from the menu that appears.



2. To send an object to the back, click **Send to Back**.
3. If you are dealing with three or more objects in the same area and want to have the object in the middle, click **Send Backward**.
4. To bring an object to the very front, click **Bring to Front**. To bring an object forward but not have it in the front, click **Bring Forward**.

## Grouping Objects

When objects are grouped together, changes will be made to everything in the group. Grouping objects is also useful if you want to move objects but keep the same spacing between them.

To group objects, follow these steps:

1. Select one object and then select the second by holding the **CTRL** button and then clicking the second object.
2. When two or more objects are selected, the **Group** icon appears:



3. Click the icon to group the objects together.
4. To ungroup objects, click the group and then select the **Ungroup** icon that appears:



5. If you find it difficult to select multiple objects by holding down **CTRL**, you can also click and drag the mouse in the area around the objects you want to group. This will automatically select everything in the area the mouse was dragged across.

## Rotating Objects

To rotate objects, follow these steps:

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1. To use the **free rotate** feature, make sure the object is selected and then either click and drag the green **rotate handle** that appears, or click the **Rotate** icon on the **Standard toolbar** (if the Rotate icon does not appear as a green circle with a blue arrow wrapped around it, click the down arrow to the right of the icon and select **Free Rotate** from the list).



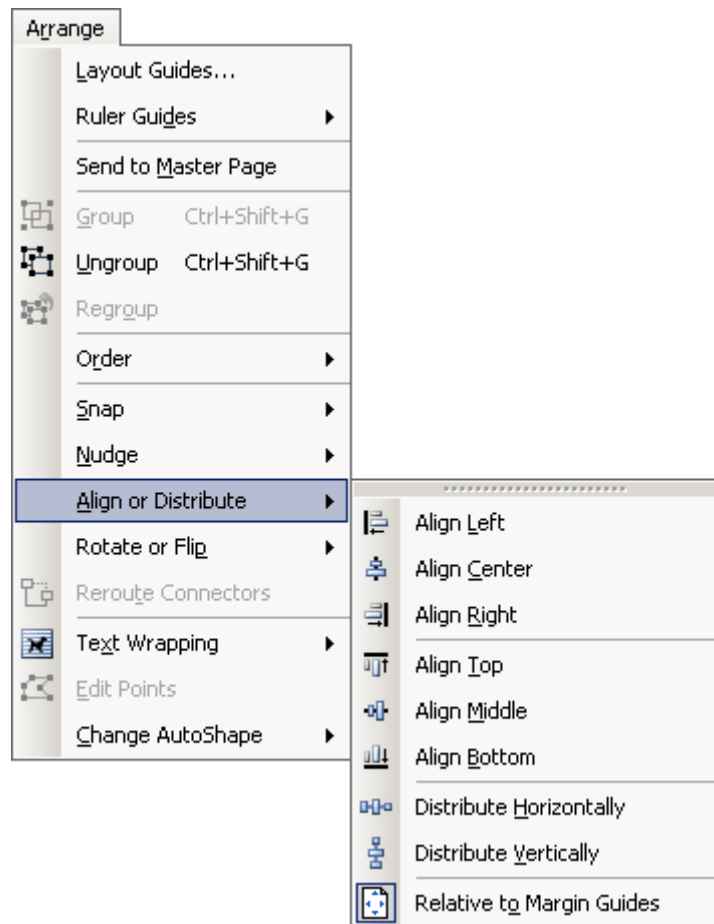
2. To rotate an object horizontally, vertically, or 90° clockwise or counterclockwise, click the down arrow next to the Rotate icon and select any of the options from the list. You can also go to **Arrange** on the **Menu toolbar** and select any option from the **Rotate or Flip** section.

## Aligning and Centering Objects

To align or center an object, follow these steps:

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1. Make sure the object is selected.
2. Go to **Arrange** on the **Menu toolbar** and select the option you want from the **Align or Distribute** section.



3. Note that if you are using a template that has two pages side by side, such as a newsletter, centering an object will usually place it on the border between those two pages.
4. If you want to align two or more objects with an even space between them, select both (by clicking one, holding down **CTRL** or **Shift**, and clicking the other), and then choose **Distribute Horizontally** or **Distribute Vertically**.