


Grouping Frames

After frames have been placed on a page, it may become necessary to adjust the overall position of all the frames in relation to the top or bottom of the page or to some other special element on the page. Moving each of the frames individually can be time-consuming and frustrating, especially if the frames are positioned in exactly the right position in relation to each other. The solution to the problem is to group the frames and then move them together as one unit. This allows for fine-tuning of the layout of the page without moving each frame individually. To group frames, complete the steps below.

- ❖ Select the first frame to be in the group by clicking it.
- ❖ Hold down the **Shift** key and select any additional frames that are to be grouped with the first one.
 - A selection box will appear around all the frames.
 - A **Group Objects** icon (see illustration at right) will also appear on the selected box. 
- ❖ There are **three basic** things that can be done when frames are grouped. They are:
 - To move all the frames, click the group frame and then drag the group to a new position on the page.
 - Use the copy and paste option to copy the frames to another page in the publication.
 - Delete the grouped frames.
- ❖ To **ungroup a set of frames**, click anywhere outside the group to make the group frame disappear.
- ❖ To permanently **Group** the frames:
 - Select **Arrange** on the **Menu Bar**.
 - Select **Group Objects**.
 - ◆ Clicking outside the group will still keep these frames together.
 - ◆ Click any frame in the group, and all the frames will be selected.
- ❖ To **Ungroup** frames in a selected group:
 - Click **Arrange** on the **Menu Bar**.
 - Select **Ungroup Objects**.