

Moving and Resizing an Object

Objects in a publication (such as text or a graphic) are like a piece of paper containing text or a picture that has been placed on a page. In the same way that a piece of paper can be moved, objects in a publication may be moved and rearranged. In a publication, an object can also be resized to a size that will look better on the page.

Moving an Object

- ❖ Select the object that is to be moved.
- ❖ Place the pointer over the object until the **Move** pointer appears.
- ❖ Drag the object to a new location in the publication.

Sizing an Object

Objects in a Publisher publication can be resized using three different methods. These are using the mouse pointer, the Format Object dialog box, and the Measurements toolbar.

Using the Mouse Pointer

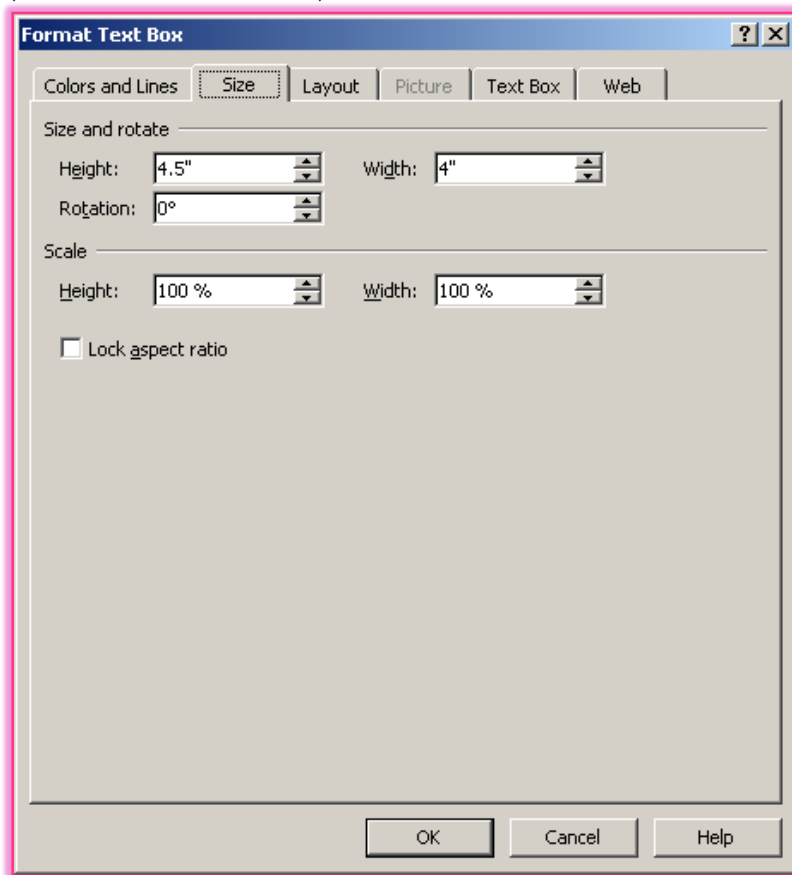
- ❖ Click anywhere in the object.
- ❖ The selection handles should appear around the edge of the object.
- ❖ Position the mouse pointer over one of the eight handles until the **Resize** tool appears.
 - **Change the Width**
 - ◆ Place the mouse pointer on one of the horizontal sizing handles on either the left or the right borders of the object.
 - ◆ The mouse pointer will change to a double right and left pointing arrow.
 - ◆ Drag to change the width of the object.
 - **Change the Height**
 - ◆ Place the mouse pointer on one of the sizing handles on either the top or bottom horizontal border of the object.
 - ◆ The mouse pointer will change to a double up and down pointing arrow.
 - ◆ Drag to change the width of the object using the Resize pointer.
 - **Change the Width and Height**
 - ◆ Place the mouse pointer on any of the diagonal sizing handles
 - ◆ These handles are positioned where the vertical and horizontal border meet in a corner.
 - ◆ The mouse pointer will change to a diagonal double pointing arrow.
 - ◆ Drag to change the overall size of the object.
 - ◆ This option changes the width and height of the object simultaneously and maintains the current width and height ratio.

Using the Format Object Dialog Box

If a more exact measurement of the height and width of a particular object is needed, use the Format Object dialog box.

- ❖ Click anywhere on a object to select it.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Select the last item in the list. The item name will depend on the object that has been selected in the publication.
- ❖ The **Format** _____ dialog box will appear. The second part of the name will depend on which type of object was selected.

- ❖ Click the **Size** tab (see illustration below).



- ❖ Under **Size and Rotate**:
 - Use the spinner arrows to enter a new height in the **Height** box.
 - Use the spinner arrows or type a new width in the **Width** box.
- ❖ Under **Scale**, click the **Lock Aspect Ratio** check box to keep the original aspect ratio for the object.
- ❖ Click **OK** to resize the object and close the dialog box.

Using the Measurements Toolbar

- ❖ Select the object that is to be resized.
- ❖ Select **View** from the **Menu Bar**.
- ❖ Choose **Toolbars** from the list of choices.
- ❖ Select **Measurements** from the **Toolbar** list.
- ❖ The **Measurements Toolbar** will display (see illustration at right).
- ❖ The third and fourth items in the list are used to resize the object.
- ❖ Click the spinner arrows to change the size of the object.

