

SELECTING OBJECTS IN A PUBLICATION

Before anything can be done with an object, it must first be selected. After the object has been selected, it can then be resized or moved with its selection handles, the little squares that appear on the edges of the selected object.

Selecting One Object at a Time

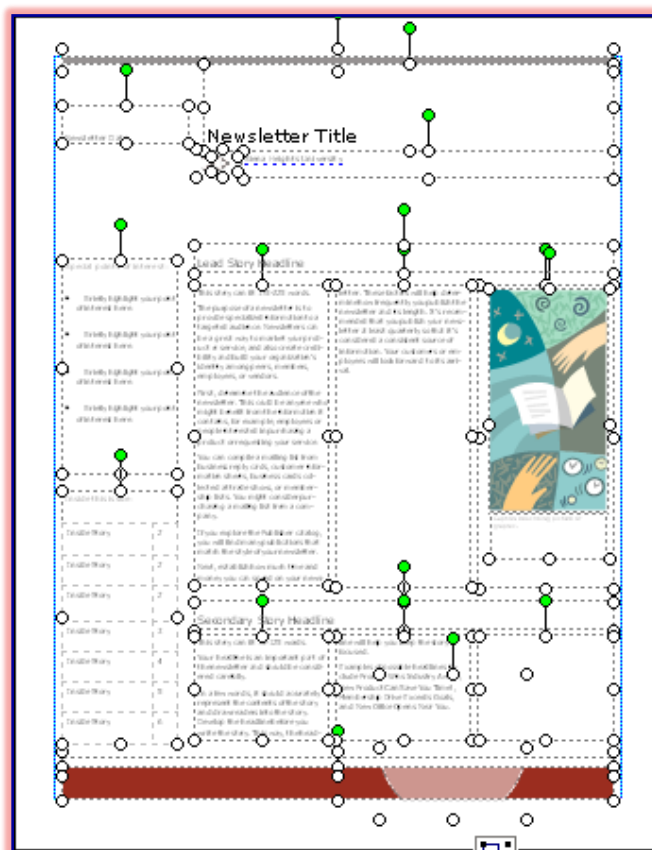
- ❖ Click the object that is to be selected.
- ❖ Selection handles will appear around the object, indicating that it has been selected.
- ❖ Click another object to deselect an object and select another one.

Selecting Multiple Objects One at a Time

- ❖ Click the first object using the mouse.
- ❖ Hold down the **Shift** key on the keyboard.
- ❖ Select the second object.

Selecting Multiple Objects All at One Time

- ❖ Using the mouse, drag a rectangle to surround the objects that are to be selected.
- ❖ Selection handles will appear around all the objects indicating that they have been selected (see illustration below).



- ❖ Press and hold the **Shift** key to deselect a single object from a group of objects.

Selecting All the Objects in a Publication Quickly

- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Click **Select All** from the list of options.
- ❖ Handles will appear around all the items in the publication.

Selecting All the Objects Using the Keyboard

To select all the objects in a publication, use the **Ctrl + A** key combination. When this key combination is used, handles will appear around each of the objects.

Using the Tab Key to Select Graphic Objects

When it is difficult to select a graphic object that is close to another object using the mouse, it is possible to use the Tab key. To do this:

- ❖ Click a different object.
- ❖ Press **Tab** until the desired object is selected.

Deselecting an Object

To deselect all the objects in a publication, click a blank area in the publication window.