

THE OBJECT DROP-DOWN MENU

This menu provides access to the functions that are most commonly used when working with an object in the Notebook. The menu can be accessed by selecting an object and then pressing the arrow that appears in the top right corner of the object.

Menu Item	Description
Clone	To make an exact copy of the selected object, press this button.
Cut	Press this option to remove an object from the Notebook and place it on the clipboard.
Copy	To copy a selection and place it on the clipboard, press this option. The original object will remain on the Notebook page.
Paste	When this button is pressed, the contents of the clipboard will be inserted into the upper-left corner of the Notebook page.
Delete	To permanently remove an object from the Notebook page, press this option.
Check Spelling	Press this button to check the spelling of a selected text object.
Lock in Place	This option is used to lock the selected object in place. This ensures that changes will not be made to the properties of the object.
Grouping	To group more than one object together so that it appears as one object, press this option. Two or more objects have to be selected before this option will be available for use.
Group	To make two or more selected objects into a single object, choose this option.
Ungroup	This option is used to separate portions of an object so that they can be manipulated individually.
Order	Use this option to change which objects are in front of or behind other objects. Use the Bring Forward or Send Backward commands to reorder an object one layer at a time. Use the Send to Back command to send the object behind all the rest of the objects. Use the Bring to Front command to bring the selected object in front of all the rest of the objects.
Hyperlink	This option is used to link an object to a website or a file. A hyperlink button will appear in the bottom-left corner of the object. To go to the Web Browser or application that is specified in the hyperlink, press this button.
Properties	To modify the properties of the object, such as changing the fill color, changing the outline color, changing the line properties, changing the transparency of the object, or changing the font of a text object, press this option.
Recognize	This option is used to transform hand written text into typed text. This option is only available for text objects.