

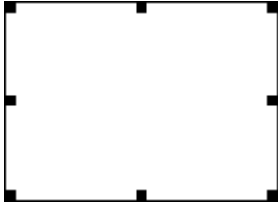


Selection tool

The Selection tool is used for selecting, moving and changing objects. The Selection tool is activated automatically each time an object tool has been used,.

Select an object:

Select the object by placing the mouse arrow on an object and then click the left mouse button. A selected object is marked with a frame:



Use the <TAB> button to switch between objects on the page, if objects are covered by other objects.

Move an object:

Move an object by placing the mouse arrow on the object and then press the left mouse button. The object can now be moved using the mouse. If you only wish to move the object vertically or horizontally, press the <CTRL> key on the keyboard while moving the object.

Resize an object

Change object size by placing the mouse arrow on one of the handles (the small squares on the marked frame) and then press the left mouse button and move the mouse. The X and Y aspect is maintained if the corner handles are used.

Select more objects

Select more objects at the same time by pressing the <SHIFT> button while clicking the objects. Another possibility is to use the mouse to draw a frame around the objects. You cannot resize when more objects are selected. The handles on the marked frame will therefore disappear.

See also:

[Toolbox](#)

