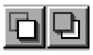
# Bring to Front and Send to Back

Use these commands to control the overlap order of graphics on your slide. By default, the graphic you most recently placed on a slide is top-most, and covers the graphics placed previously.

To make a graphic the top-most, select it and choose *Bring to Front*. To place it behind all others, select it and choose *Send to Back*.

Shortcut

*You can also bring a graphic to the front or send it to the back by clicking the*  *buttons on the Slide Show tools ribbon.*

# Grid

Grid is a submenu of Arrange and is described in Chapter 24.

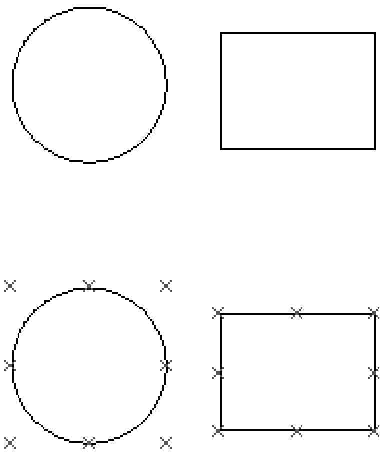
# Align

Align is a submenu of Arrange, and is described in the Chapter 25.

# Lock (l) and Unlock (L)

Choosing *Lock* removes direct access to a selected graphic, preventing accidental modification or repositioning. In order to change a locked graphic, you must first select it and choose *Unlock*.

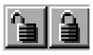
When a locked graphic is selected, its resize knobs will appear like × .



*Graphics that look like this when unlocked...*

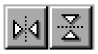
*...look like this when locked.*

Note *Graphics that are locked cannot be grouped together with other symbols.*

Shortcut *You can also lock and unlock graphics by clicking the*  *buttons on the Slide Show tools ribbon.*

# Flip Vertical and Flip Horizontal

Choose *Flip Vertical* to flip a graphic about its vertical axis, making its top its new bottom. Choose *Flip Horizontal* to do the same thing about a graphic's horizontal axis.

Shortcut *You can also flip graphics by clicking the*  *buttons on the Slide Show tools ribbon.*

# Chapter 23

# Arrange

*Commands in the Arrange menu are used to precisely position Concurrence graphical objects on slides. These commands are available only for slide editing.*

## Group (G) and Ungroup (U)

*Group* allows you to combine several distinct graphics together on a slide and manipulate them as a unit. Select the graphics you wish to group together by shift-clicking or drag-selecting (for more information on multiple selection, see Chapter 12). Now choose *Group*. The resize knobs on the edges of each graphic will be replaced by knobs at the edges of a rectangle that encompasses the entire group.

Any manipulation—such as resizing, moving, etc.—will now apply to all of the graphics in the group at the same time.

To be able to work with the individual graphics again, select the group and choose *Ungroup*.

Shortcut

*You can also Group and Ungroup graphics by clicking the buttons on the Slide Show tools ribbon.*