



Creating Flipcharts

Locking and Grouping Objects


How do you lock an object in place?

1. Right-click on the object.
2. Select "Locked".



NOTE: While you are in Design Mode , you will still be able to move it. Only after you turn off Design Mode  will the objects be locked into place.

How do you group objects together?

1. Use your select tool  to click and drag a box around both objects. (In the example below, I have a text box and an image.)
2. Click the "Grouped" icon on the "Object Edit Toolbar".
3. You can click the "Grouped" icon to ungroup the objects if you change your mind.

