

## 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 object. The location of the arrow is determined by the type of object that has been inserted. For instance, the arrow for lines is in the middle of the object, while the arrow for other objects is in the upper right corner of the object.

Menu Item	Description
<b>Clone</b>	To make an exact copy of the selected object, press this button.
<b>Cut</b>	Press this option to remove an object from the Notebook and place it on the clipboard.
<b>Copy</b>	To copy a selection and place it on the clipboard, press this option. The original object will remain on the Notebook page.
<b>Paste</b>	When this button is pressed, the contents of the clipboard will be inserted into the upper-left corner of the Notebook page.
<b>Delete</b>	To permanently remove an object from the Notebook page, press this option.
<b>Infinite Cloner</b>	To clone an image several times, use this feature. Each time the object is selected, a copy of the image will be created. When the cloning is complete, select the original object, press the infinity symbol (where arrow was originally), and clear the selection Infinite Cloner. This will turn the feature off.
<b>Check Spelling</b>	Press this button to check the spelling of a selected text object.
<b>Lock</b>	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.
<b>Unlock</b>	When this option is selected, the object can be moved anywhere on the page. It can also be rotated.
<b>Lock in Place</b>	Select this option to assure that the object will not be moved to a different location on the page.
<b>Allow Move</b>	When this option is selected, the object can be moved but not rotated.
<b>Allow Move and Rotate</b>	This option will allow users to move and rotate the object on the page.
<b>Group</b>	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.
<b>Group</b>	To make two or more selected objects into a single object, choose this option.
<b>Ungroup</b>	This option is used to separate portions of an object so that they can be manipulated individually.
<b>Flip</b>	Click this option to flip an object Up/Down or Left/Right. To flip more than one object, select the objects and then select Flip.
<b>Left/Right</b>	To flip/rotate the object horizontally on the page, select this option.

<b>Menu Item</b>	<b>Description</b>
<b>Up/Down</b>	Select this option to flip/rotate the object vertically on the page.
<b>Order</b>	Use this option to change which objects are in front of or behind other objects when a group of objects are stacked.
<b>Send to Back</b>	Use this command to send the object behind all the rest of the objects.
<b>Bring to Front</b>	This command is used to bring the selected object in front of all the rest of the objects.
<b>Bring Forward</b>	Use this command to reorder an object one layer at a time. Each time the command is clicked, the object will move forward one layer.
<b>Send Backward</b>	This command is used to reorder an object one layer at a time. Each time the command is clicked, the object will move backward one layer.
<b>Link</b>	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.
<b>Sound</b>	Use this feature to add sound to an object. To add the sound to more than one object, select the objects, select the arrow for one of the objects, and then select sound.
<b>Properties</b>	To modify the properties of the object, such as changing the fill color, the outline color, the line properties, the transparency of the object, or the font of a text object, press this option.