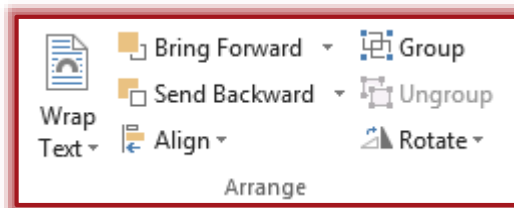


Group Frames

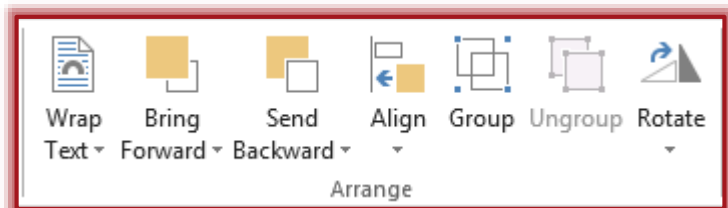
After frames have been placed on a page, it may become necessary to adjust the overall position of all the frames in relation to the top or bottom of the page or to some other special element on the page. Moving each of the frames individually can be time-consuming and frustrating, especially if the frames are positioned in exactly the right position in relation to each other. The solution to the problem is to group the frames and then move them together as one unit. This allows for fine-tuning of the layout of the page without moving each frame individually. To group frames, complete the steps below.

GROUP FRAMES

- ✚ Select the first frame to be in the group by clicking it.
- ✚ Hold down the **Shift** key and select any additional frames that are to be grouped with the first one.
- ✚ Do one of the following:
 - ☆ Click the **Drawing Tools Format Tab**.
 - ☆ Click the **Picture Tools Format Tab**.
- ✚ In the **Arrange Group**, click the **Group** button (see illustration).

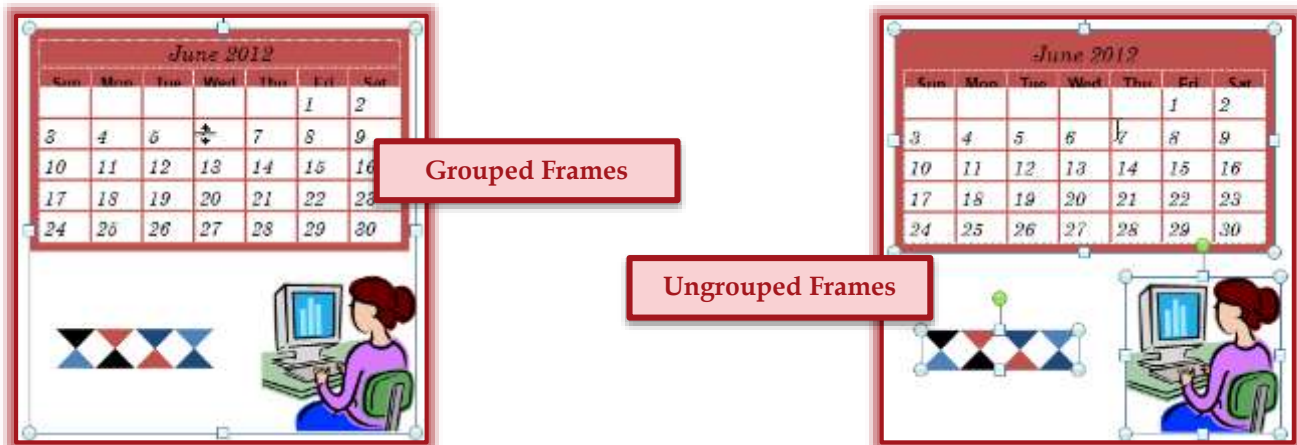


Picture Tools Format Tab



Drawing Tools Format Tab

- ✚ The group of items will appear as one object (see illustration below).



- ✚ The objects can then be moved around the publication as one object or they can be copied and moved to another page as one item.

UNGROUP FRAMES

- ✚ Select the frame that is to be ungrouped.
- ✚ Do one of the following:
 - ☆ Click the **Drawing Tools Format Tab**.
 - ☆ Click the **Picture Tools Format Tab**.
- ✚ In the **Arrange Group**, click the **Ungroup** button (see illustration above).
- ✚ Sizing handles will appear around each of the items indicating that they are all separate.