

Insert and Resize Objects

When an item, such as a shape, a picture, or another object, is inserted on a publication page it is placed in a frame. Being able to insert, delete, or move objects and manage their border and color attributes provides the capability to give publication pages a customized look and helps to control the overall layout of individual pages. There are several options available when an object is on a publication page. It is possible to size the object, move the object, delete the object, or group the object. An object can be easily removed from a publication by selecting the object and pressing the **Delete** key on the keyboard.

INSERT AN OBJECT

To place an object on a page, follow these steps:

- ✚ Click an object tool (such as the Picture, Online Pictures, Shapes, or Building Blocks) on the **Insert Tab**.
- ✚ Select the available options for the object.
- ✚ The new object will appear on the page.

UNDO THE PLACEMENT OF A NEW OBJECT

If an object is placed on a page in the wrong place, quickly remove it by clicking the **Undo** button on the **Quick Access Toolbar**.

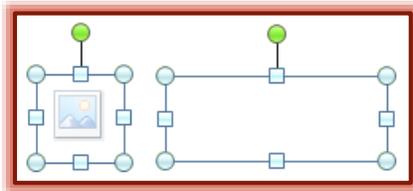


SIZE AN OBJECT

Objects in a Publisher publication can be resized using three different methods. These are using the mouse pointer, the Format Object dialog box, and the Measurements toolbar.

Use the Mouse Pointer

- ✚ Click anywhere in the object.
- ✚ The selection handles should appear around the edge of the object (see illustration).



- ✚ Position the mouse pointer over one of the eight handles until the **Resize** tool appears.

☆ Change the Width

- ✚ Place the mouse pointer on one of the horizontal sizing handles on either the left or the right borders of the object.
- ✚ The mouse pointer will change to a double right and left pointing arrow.
- ✚ Drag to change the width of the object.



☆ Change the Height

- ✚ Place the mouse pointer one of the sizing handles on either the top or bottom horizontal border of the object.
- ✚ The mouse pointer will change to a double up and down pointing arrow.
- ✚ Drag to change the width of the object using the Resize pointer.



☆ Change the Width and Height

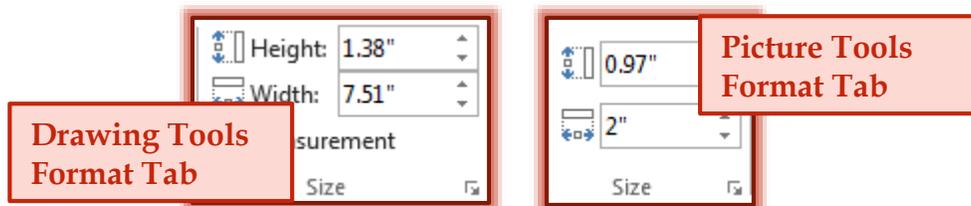
- ☆ Place the mouse pointer on any of the diagonal sizing handles.
- ☆ These handles are positioned where the vertical and horizontal border meet in a corner.
- ☆ The mouse pointer will change to a diagonal double pointing arrow.
- ☆ Drag to change the overall size of the object.
- ☆ This option changes the width and height of the object simultaneously and maintains the current width and height ratio.



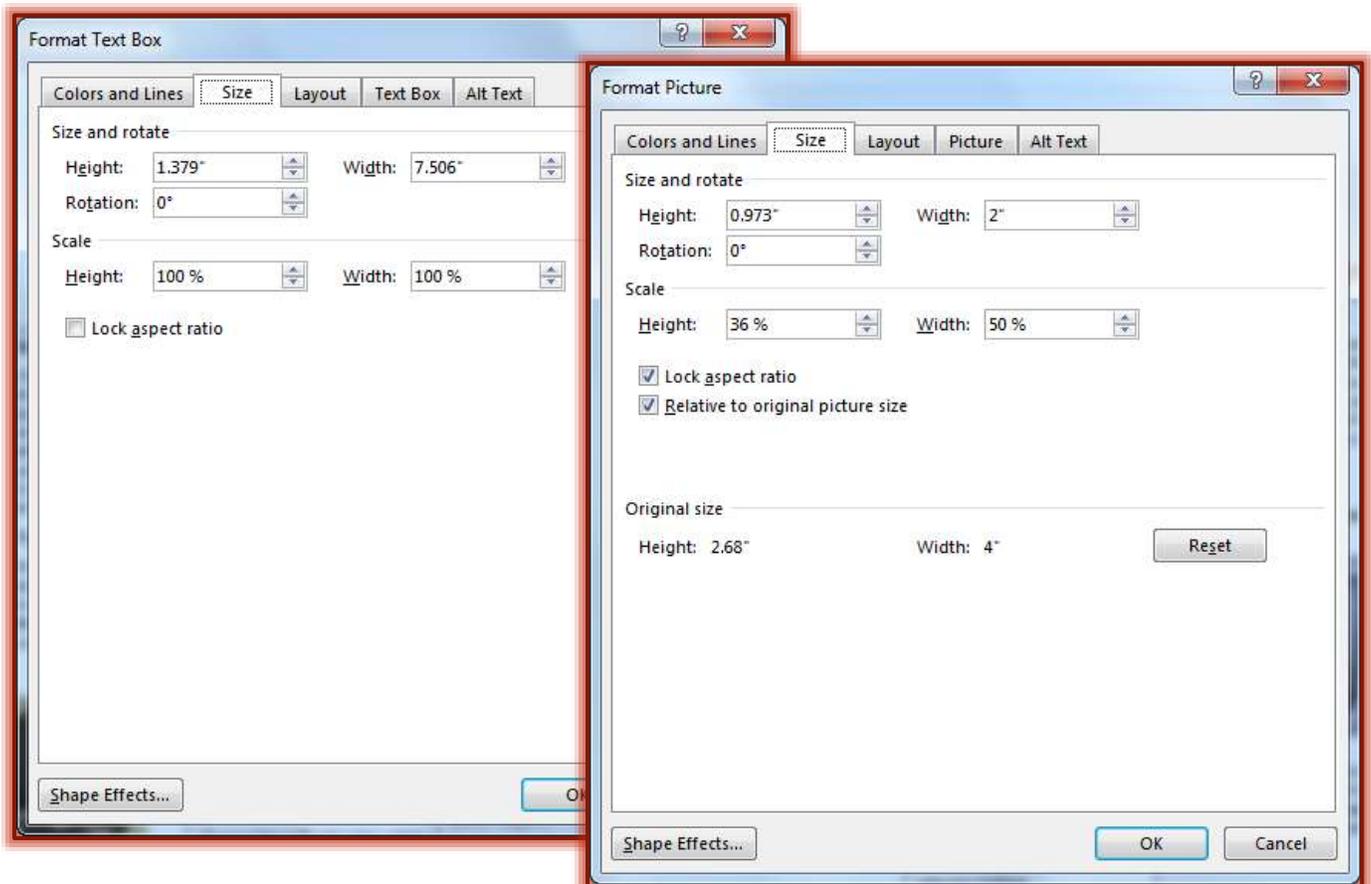
Use the Format Object Dialog Box

If a more exact measurement of the height and width of a particular object is needed, use the Format Object dialog box.

- ✚ Click anywhere on an object to select it.
- ✚ Click the **Drawing Tools Format Tab** or the **Picture Tools Format Tab**.
- ✚ In the **Size Group**, click the **Format AutoShape: Size** button (see illustration).



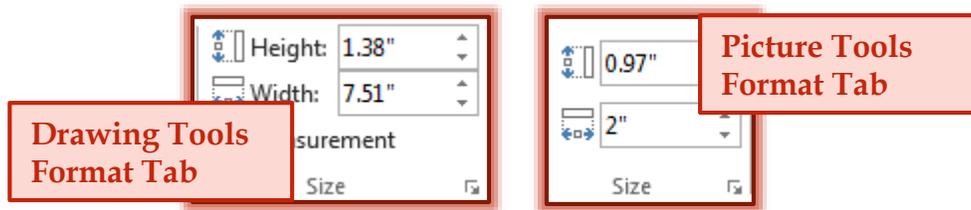
- ✚ This button appears in the bottom right corner of the Group.
- ✚ The **Format** _____ dialog box will appear. The second part of the name will depend on which type of object was selected.



- ✚ Under **Size and Rotate**:
 - ☆ Use the spinner arrows to enter a new height in the **Height** box.
 - ☆ Use the spinner arrows or type a new width in the **Width** box.
- ✚ Under **Scale**, click the **Lock Aspect Ratio** check box to keep the original aspect ratio for the object.
- ✚ Click **OK** to resize the object and close the dialog box.

Use the Size Button on Ribbon

- ✚ Select the object that is to be resized.
- ✚ Do one of the following:
 - ☆ Click the **Drawing Tools Format Tab**.
 - ☆ Click the **Picture Tools Format Tab**.
- ✚ In the **Size Group**, select the **Height** or **Width** option.
- ✚ Use the spinner arrows to resize the object.



Use the Measurement Task Pane

This option is available on the **Drawing Tools Format Tab** but not the **Picture Tools Format Tab**. Objects such as text boxes, picture placeholders, and building blocks can be resized using this task pane.

- ✚ Select the object that is to be resized.
- ✚ Click the **Drawing Tools Format Tab**.
- ✚ In the **Size Group**, click the **Measurement** button.
- ✚ The **Measurement Task Pane** will display (see illustration).
- ✚ Make the desired changes to the size of the object.
- ✚ Click away from the object or click the **Measurement** button to close the task pane.

