Move/Resize an Object

Objects in a publication (images, shapes, or building blocks) are like a piece of paper that contains an object that has been placed on a page. In the same way that a piece of paper can be moved, objects in a publication may be moved and rearranged. In a publication, an object can also be resized to a size that will look better on the page.

**Move an Object**
- Select the object that is to be moved.
- Place the pointer over the object until the Move pointer appears.
- Drag the object to a new location in the publication.

**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 on 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**
- Right-click the object that is to be resized.
- Click the Format _____ option. The second part of the name will depend on which type of object was selected.
- The Format _____dialog box will appear. The second part of the name will depend on which type of object was selected.
- Click the Size tab.
- 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 frame and close the dialog box.

**Use the Size Button on Ribbon**

- Select the frame 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 frame.
- Click the **Format ____: Size** button to open the **Format ____** dialog box.
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 shapes, 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 frame.
† Click away from the object or click the Measurement button to close the task pane.