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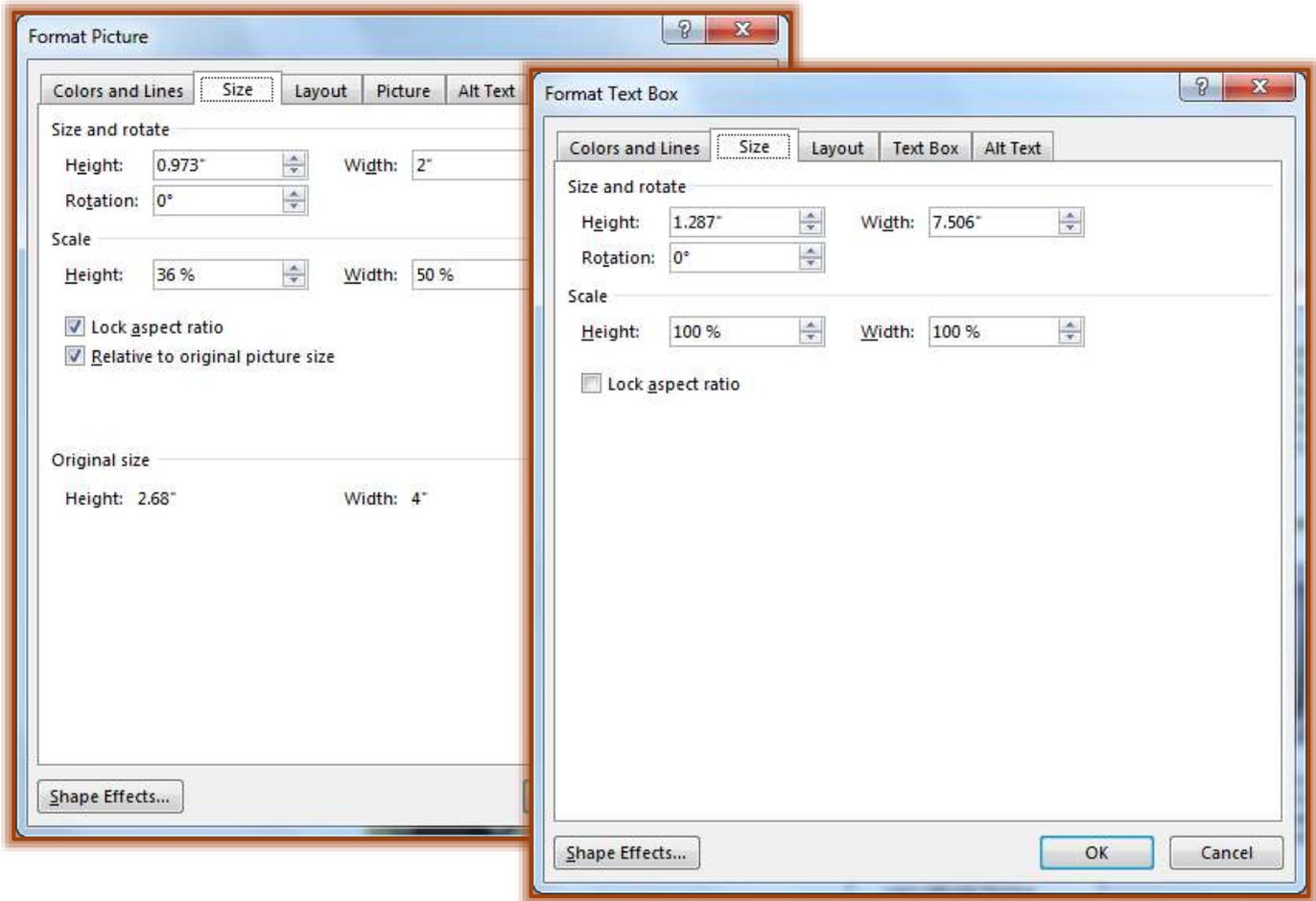 - ☆ **Change the Width and Height**
    - ✿ Place the mouse pointer on any of the diagonal sizing handles
    - ✿ These handles are positioned where the vertical and horizontal border meet in a corner.
    - ✿ The mouse pointer will change to a diagonal double pointing arrow.
    - ✿ Drag to change the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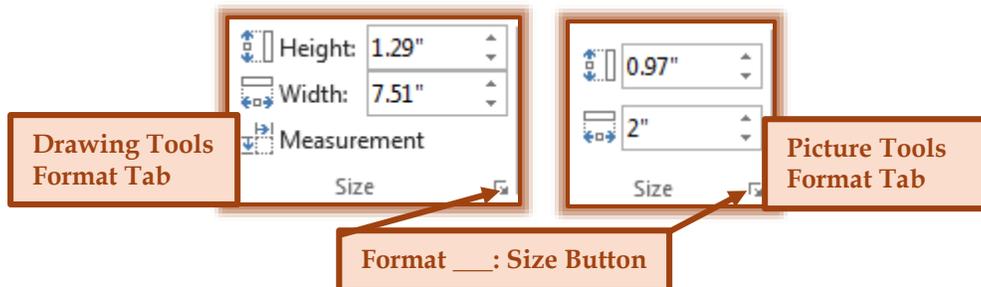
Use the Format Object Dialog Box

- ✝ 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.

Format Picture

Colors and Lines | Size | Layout | Picture | Alt Text

Size and rotate
Height: 0.973"   Width: 2"
Rotation: 0°

Scale
Height: 36 %   Width: 50 %

☑ Lock aspect ratio
☑ Relative to original picture size

Original size
Height: 2.68"   Width: 4"

Shape Effects...

Format Text Box

Colors and Lines | Size | Layout | Text Box | Alt Text

Size and rotate
Height: 1.287"   Width: 7.506"
Rotation: 0°

Scale
Height: 100 %   Width: 100 %

☐ Lock aspect ratio

Shape Effects...   OK   Cancel

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**.
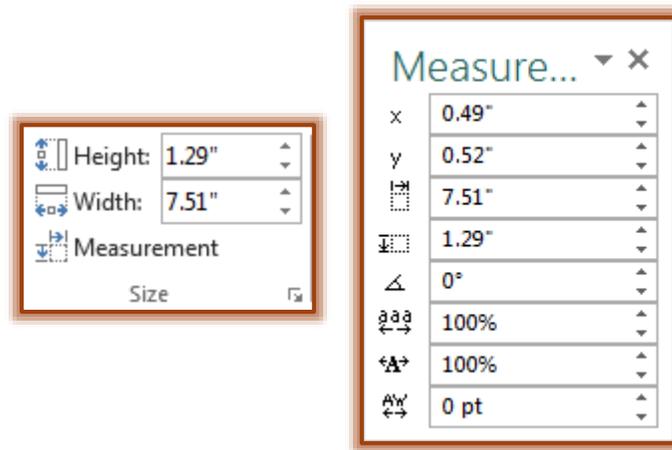 ☆ Click the **Picture Tools Format Tab**.

Height: 1.29"
Width: 7.51"
Measurement

Size

Drawing Tools Format Tab

0.97"
2"

Size

Picture Tools Format Tab

Format ___: Size Button

✞ 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.