Before anything can be done with an object, it must first be selected. After the object has been selected, it can then be resized or moved with its selection handles, the little squares that appear on the edges of the selected object.

Select One Object at a Time
✞ Click the object that is to be selected.
✞ Selection handles will appear around the object, indicating that it has been selected.
✞ Click another object to deselect an object and select another one.

Select Multiple Objects One at a Time
✞ Click the first object using the mouse.
✞ Hold down the **Shift** key on the keyboard.
✞ Click the second object to select it.
✞ Continue this process until all the objects have been selected.

Select Multiple Objects All at One Time
✞ Using the mouse, drag a rectangle to surround the objects that are to be selected.
✞ Selection handles will appear around all the objects indicating that they have been selected (see illustration below).

✞ Press and hold the **Shift** key to deselect a single object from a group of objects.

Select All the Objects in a Publication Quickly
- ✚ Click the **Home Tab**.
- ✚ In the **Editing Group**, click the **Select** button.

- ✚ Click **Select All Objects** from the list of options.
- ✚ Handles will appear around all the items in the publication.

Select All the Objects Using the Keyboard
To select all the objects in a publication, use the **Ctrl + A** key combination. When this key combination is used, handles will appear around each of the objects.

Use the Tab Key to Select Graphic Objects
When it is difficult to select a graphic object that is close to another object using the mouse, it is possible to use the Tab key. To do this:
- ✚ Click a different object.
- ✚ Press **Tab** until the desired object is selected.

Deselect an Object
To deselect all the objects in a publication, click a blank area in the publication window.