Creating Flipcharts
Locking and Grouping Objects

How do you lock an object in place?

1. Right-click on the object.
2. Select “Locked”.

NOTE: While you are in Design Mode, you will still be able to move it. Only after you turn off Design Mode will the objects be locked into place.

How do you group objects together?

1. Use your select tool to click and drag a box around both objects. (In the example below, I have a text box and an image.)
2. Click the “Grouped” icon on the “Object Edit Toolbar”.
3. You can click the “Grouped” icon to ungroup the objects if you change your mind.