

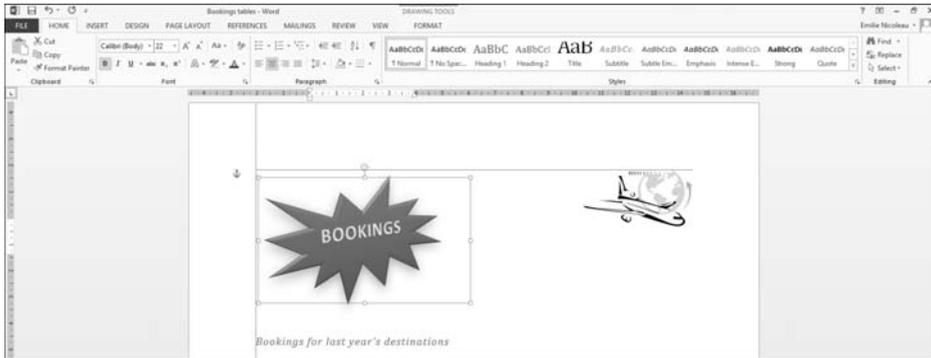
## Managing objects

- ☐ To select an object, click on it; to select multiple objects, hold down the  or **Ctrl** key and then click the other objects.
- ☐ To change an object's size, select it then drag the handles. Use the  key to keep the original proportions while resizing.

*If the object you want to resize is surrounded by text and its wrapping is **In Line with Text**, **Square**, **Tight**, **Through** or **Top and Bottom**, when resizing the object you see an instant preview of the position of the text in relation to the resized object. For more details about an object's wrapping, please see *Changing an object's wrapping further on in this chapter*.*

- ☐ To move an object, point to it, then drag the object to its new position.

*When moving an object, you see drawing gridlines which make it easier to align the object with the other objects, margins or text.*



*In the example above, you see two alignment guides: the horizontal line shows how the object is aligned with the top of the shape to the left, while the vertical line shows how the object is aligned with the right margin.*

- ☐ To change an object's shape, select it, point at the little square  then drag it to obtain the requested shape.

*The shape of some objects cannot be edited; for example rectangle and oval.*

- ☞ To give an object an exact size, open the **FORMAT** tab, go to the **Size** group and specify the

**Shape Height**  and **Shape Width** .

The alignment guides can also be seen when resizing an object.

To manage the drawing gridlines, see *Managing the alignment guides further on in this chapter*.

- ☞ To select, hide or show objects in your document, you can use the **Selection and Visibility** pane: in the **HOME** tab, go to **Editing**, click the **Select** button and then the **Selection Pane...** button.

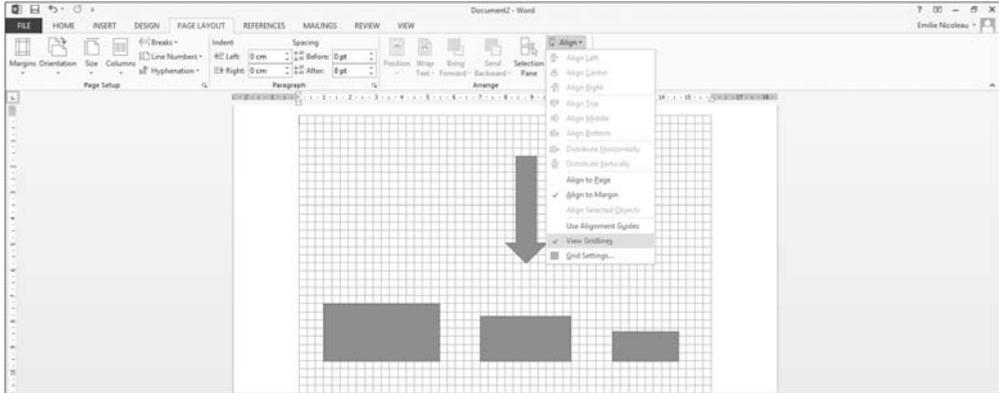
## Objects

### Managing the drawing gridlines

*The drawing gridlines make it easier to draw and align objects in your document.*

#### Showing/Hiding the drawing gridlines

- ☐ To display the gridlines, go to **PAGE LAYOUT** tab, go the **Arrange** group, click **Align** and then click the **View Gridlines** option.



*The gridlines are only visible in the **Print Layout** mode. When drawing, moving, or resizing an object, it will snap to the gridlines.*

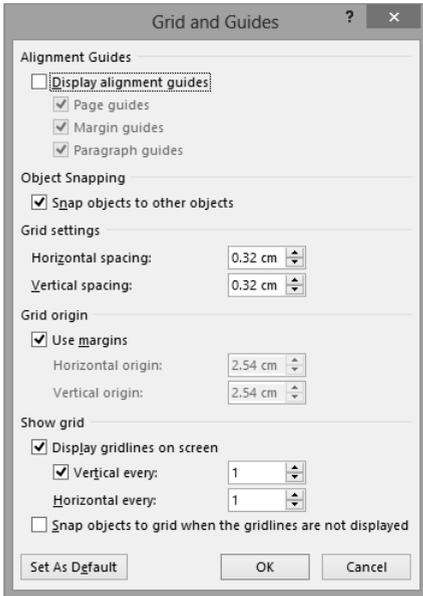
- ☐ To hide the gridlines, click again on the **View Gridlines** option (**PAGE LAYOUT** tab - **Align** button).
- ☞ The alignment guides cannot be active when the grid is displayed on screen, so showing the grid automatically deactivates the alignment guides; for more details about the alignment guides, see the following heading.

#### Changing the gridlines settings

- ☐ In the **PAGE LAYOUT** tab, go to the **Arrange** group, click **Align** then **Grid Settings....**
- ☐ To change the space between the horizontal and/or vertical gridlines, specify the space values you want in the **Horizontal spacing** and **Vertical spacing** boxes.
- ☐ By default, the drawing gridlines are displayed between the margins. To extend them to the document borders, uncheck the **Use margins** option.
- ☐ To display the gridlines on screen, check the **Display gridlines on screen** option.

*As the alignment guides cannot be used when the grid is displayed on screen, when you check the **Display gridlines on screen** option, the **Display alignment guides** option is automatically unchecked (if it was checked to start with, of course).*

- ☐ If only the horizontal lines should be displayed on the gridlines, uncheck the **Vertical every** option.
- ☐ To change the number of vertical lines to be displayed on the gridlines, check that the **Vertical every** option is checked then specify the value you want in the corresponding box.
- ☐ To change the number of horizontal lines to be displayed on the gridlines, check that the **Horizontal every** option is checked then specify the value you want in the corresponding box.



- ☐ When drawing, moving or resizing an object, if you want it to snap to the edge of the closest object check the **Snap objects to other objects** option.
- ☐ When drawing, moving or resizing an object, if you want it to snap to the grid even when the gridlines are not displayed, check the **Snap objects to grid when the gridlines are not displayed** option.
- ☐ If you want the settings you have just defined to become the default settings for every new document, click the **Set As Default** button and then click **Yes** in the message that opens.
- ☐ To confirm your choices, click **OK**.



If the drawing gridlines are displayed and you want to ignore their settings temporarily, hold down the **Alt** key while drawing, moving or resizing an object.

## Managing the alignment guides

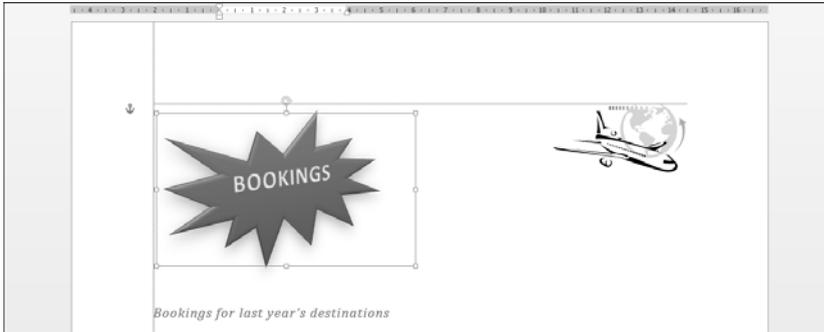
*When moving or resizing an object, the alignment guides make it easier to align the object with other objects, margins and text.*

### Activating/deactivating the alignment guides

- ☐ To activate the alignment guides, go to the **Arrange** group on the **PAGE LAYOUT** tab, click the **Align** button then click the **Use Alignment Guides** option.

*A tick appears to the left of the option.*

*The alignment guides are displayed when you move or resize an object.*



- ☒ To deactivate the alignment guides, click the **Use Alignment Guides** option on the **Align** button again (**PAGE LAYOUT** tab).
- ☞ The grid cannot be displayed when the alignment guides are active, so activating the reference guides automatically hides the grid if it is displayed on screen.

### Changing the alignment guide settings

- ☒ On the **PAGE LAYOUT** tab, go to the **Arrange** group, click the **Align** button then click the **Grid Settings...** option.
- ☒ To activate the alignment guides, check the **Display alignment guides** option.  
*As the alignment guides cannot be used when the grid is displayed on screen, when you check the **Display alignment guides** option, the **Display gridlines on screen** option is automatically unchecked (if it was checked to start with, of course).*
- ☒ To choose what type of alignment guide you want to display, ensure the **Display alignment guides** option is checked, then either check or uncheck the **Page guides**, **Margin guides** and/or **Paragraph guides** options.
- ☒ Click **OK** to confirm your choices.

### **Positioning an object**

*This action defines the object's position on the page. However, as every object is anchored to a paragraph, if you move the paragraph, the object moves with it; likewise if you delete a paragraph, the object is also deleted.*

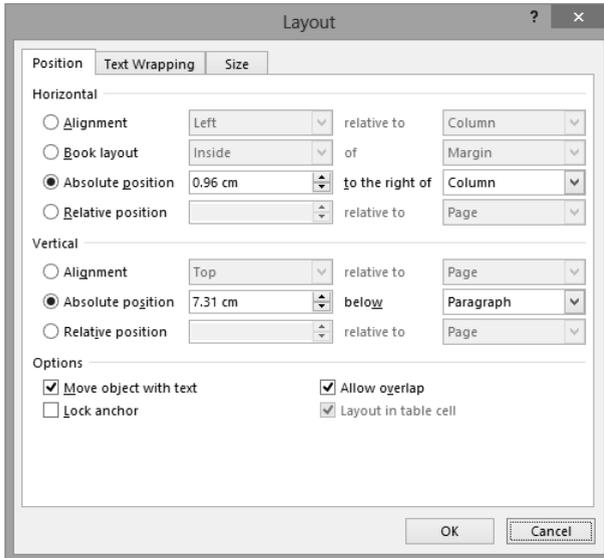
- ☒ Select the object. If it is a picture, make sure the text wrapping setting is not **In Line with Text** (see the following heading, **Changing an object's wrapping**).
- ☒ From the **FORMAT** tab, go to the **Arrange** group and click the **Position** button.
- ☒ To apply a predefined position, click one of the options under **With Text Wrapping**. When you point to a position, you will see the effect previewed against your object.

*A text wrapping setting is associated with each of the preset positions.*

To specify a custom position, click **More Layout Options...**

*If you have chosen a predefined position, the object is placed in the document. Otherwise, the **Layout** dialogue box appears.*

- ☒ Make sure the **Position** tab is active.



To display the **Layout** dialogue box, you can also click the **Layout Options** icon  at the top right of the selected object, then click the **See more...** link.

- ☐ In the **Horizontal** frame, click the required type of horizontal alignment then use the option lists to define exactly how the object should be positioned. Choose from the following options:  
**Alignment:** aligns the object to the left of, centred in or to the right of the item selected in the **relative to** list box.  
**Book layout:** lines up the object in relation to the **Inside** or **Outside** of the page or page margins.  
**Absolute position:** aligns the object horizontally; the distance given in the text box is the space left between the left side of the object and the left side of the item selected in the **to the right of** list.  
**Relative position:** aligns the object horizontally while keeping the percentage specified, between the left edge of the object and the item selected in the **relative to** list. For example, if you specify 50% in relation to the **Left Margin**, and the left margin is 2 cm, the left edge of the object is placed 1 cm from the left margin. If you specify 50% in relation to the **Page**, the left edge of the object is horizontally centred in the page. If you choose in relation to the **Margin**, the left edge of the object is centred horizontally between the left and right margins. The object position is variable and changes according to the margins and/or the size of the document.
- ☐ In the **Vertical** frame, indicate how the object should be positioned with regard to the height of the page then specify, using the option lists, the point from which the object should be positioned. The concept is similar to the **Horizontal** frame options.  
Leave the **Allow overlap** option active if you want several objects that have the same wrapping style to be overlapped.
- ☐ If you want the object to move when you add or delete text from the page, leave the **Move object with text** option checked.

## Objects

- ☐ If on the other hand you want the object to stay in the same position when you add or delete text from the page, uncheck this option. However, bear in mind that when the paragraph to which the object is anchored moves to the next page, the object will also move to that page.
- ☐ When you move an object, the anchor associated with it moves to another paragraph according to the object's new position. If you want the object to stay anchored to the same paragraph, check the **Lock anchor** option.

*The object cannot be moved to another page, only within the page.*

- ☐ Click **OK**.

 You can quickly choose whether an object should move or not when you add or delete text:

after selecting the relevant object, click the **Layout Options** icon  at the top right of the object, then activate the **Move with text** option so the object moves with the text, otherwise activate the **Fix position on page** option.

## Changing an object's wrapping

*You can change the way text wraps around an object. By default, an object is inserted at the cursor and its wrapping style is **In Line with Text** as it is treated as a character.*

### First method

*This very quick method cannot be used to change the options relating to the chosen text wrapping style.*

- ☐ Select the object.
- ☐ Click the **Layout Options** icon  at the top right of the object.

*The **LAYOUT OPTIONS** pane appears on the screen.*



The screenshot shows a document titled "Leinster" with several paragraphs of text. A paragraph starting with "Modern Dublin is extraordinarily cosmopolitan..." is selected. A floating task pane titled "LAYOUT OPTIONS" is open over the selected text. The task pane has a close button (X) and two sections: "With Text Wrapping" and "With Text Wrapping". Under "With Text Wrapping", three options are shown: "In Line with Text" (selected with a radio button), "With Text Wrapping" (with a wrap icon), and "Through Text Wrapping" (with a wrap icon). Under "With Text Wrapping", three options are shown: "Move with text" (selected with a radio button), "Fix position on page" (with a radio button), and "See more...".