### Working with Objects

**Marquee Handles Toolbar**

- move object around the page
- rotate object
- open Object Edit Menu...see below
- make objects translucent
- group objects to move, copy, resize
- move objects forward on layer
- move objects back on layer
- duplicate object
- increase object size
- decrease object size
- deform the object’s shape

**Working with the Marquee Handles**

Use the marquee handles to resize your object. The circle with the line through it (usually in the lower right-hand corner) will maintain the aspect ratio. The others can distort the picture if you are not careful.

**Nudging Object**

To move the object slightly click on the object to display the marquee handles. With the marquee handles showing you can use the arrow keys on the keyboard to move the object a little at a time.

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### Translucency

Use the translucency slider to adjust the object so you are able to see things behind it. The more you slide to the left, the more translucent the object becomes.

### Selecting Multiple Objects

To select multiple objects, drag the highlighting canvas to cover or part cover the objects you wish to manipulate. You can then move, resize, or copy the entire selection.

Note that all you need to do is touch part of an object with the canvas to include it in the selection.

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### Object Edit Menu

- **Property Browser** P9
- **Action Browser** F10
- **Edit Shape Parts**
- **Insert Ink to file**
- **Cut** Ctrl+X
- **Copy** Ctrl+C
- **Paste** Ctrl+V
- **Duplicate** Ctrl+D
- **Delete** Del
- **Transform**
- **Record**
- **Locked** Ctrl+Shift+L
- **Grouped** Ctrl+G
- **Hidden** Ctrl+Shift+H
- **Drag a Copy** Ctrl+Shift+C

- open the browser windows for many more options
- drag points from your object to change the shape’s appearance
- make your object an action object...click on the object to open a file
- change the appearance or alignment of the object
- move the object forward or back on the current layer or change layers
- lock object on the page so it cannot be moved when in presentation mode
- object is an endless supply...click and drag copies from the object