## What is Locking?

Locking is used as a means to prevent a user from accidentally deleting or moving an object from a Notebook page. There are a few different options that can be used when locking an object depending on the user’s needs.

### How to Lock

1. Select the object
2. Click on the object drop-down arrow
3. Go to Lock on the menu
4. Select the desired locking option
   - **Unlock** – removes lock restrictions from an object
   - **Lock In Place** – prevents the object from being moved, deleted, rotated, or anything else
   - **Allow Move** – prevents the object from being deleted, but permits the object to be moved around the page; nothing else can be done with the object
   - **Allow Move and Rotate** – prevents the object from being deleted, but can be moved and rotated on the page

### Unlocking an Object

To unlock an object, click to select the object, click on the padlock in the top-right corner, and click Unlock on the drop-down menu.