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
   a. Unlock – removes lock restrictions from an object
   b. Lock In Place – prevents the object from being moved, deleted, rotated, or anything else
   c. 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
   d. 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.