

## GROUPING

You can group objects together so you can move or resize them all at once without having to select each object.

Click the first object you want to group.



Press and hold down the **Shift** key on the keyboard.

Click the other objects you want to group.

Each object you click will be added to the selection.



Release the **Shift** key on the keyboard.

Go to the **Options** menu and choose **Group**.

The objects will now select, move, and resize as if they were one object.

Changing an option will change this option for every item in the group.

To ungroup a selection, go to the **Options** menu and choose **Ungroup**.