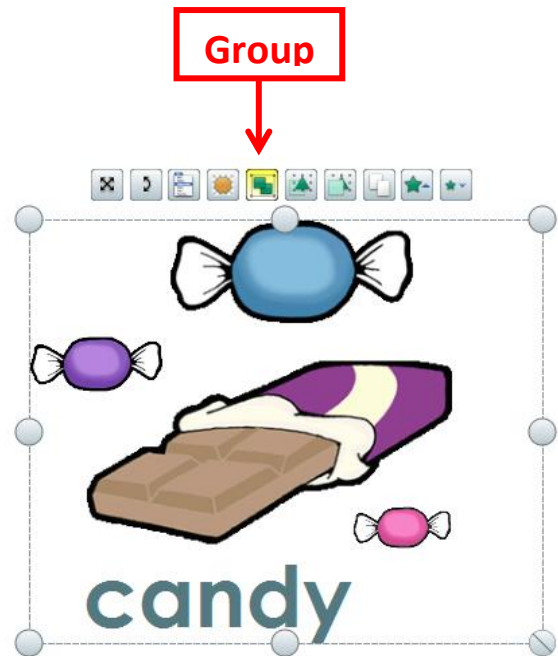


ACTIVINSPIRE TIPS & TRICKS

Grouping Objects:

1. Put the objects on the page
(Example: image & text box)
2. Click outside of the objects
so that nothing is selected
3. Drag so that the box
includes at least **part of all
of the objects** you're
grouping
4. Let go
5. Click the **Group** icon that appears



To Ungroup Objects:

1. Click on the **group** of objects
2. Click the **Group** icon
3. Click off of the group
4. Each object can now be individually edited