

# ACTIVINSPIRE TIPS & TRICKS

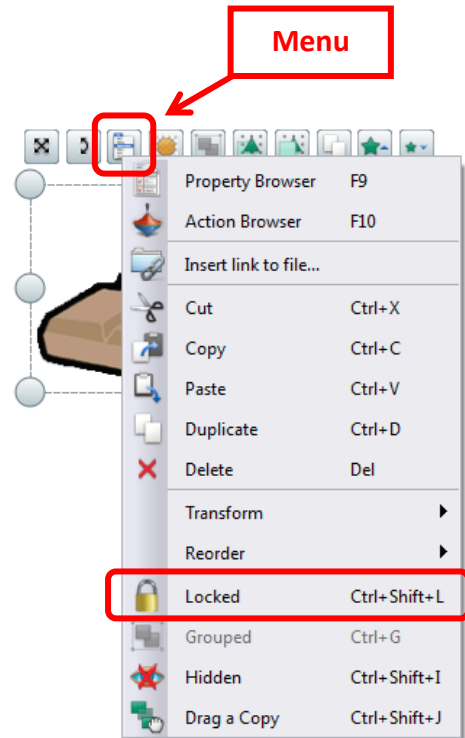
## Locking Objects:

### Method 1:

1. Right click an **object** (image, shape, text)
2. Select **Locked**

### Method 2:

1. Click on the **object**
2. Click the **Menu** icon
3. Select **Locked**



## To Edit a Locked Object:

1. Click on the **Design Mode** Icon (blue), it turns orange
2. Move and edit the object
3. If you'd like to unlock the object, right click or select the object & menu icon then **Locked**
4. When you are finished, click the **Design Mode** Icon (it will turn blue again)