

Selecting and Deselecting Objects



The Pick tool can be used to select and transform objects. You can select one object or select multiple objects at the same time. Selecting multiple objects can be used to speed up the editing process. For example, by selecting all objects on the page you can size and move them together without individually having to do so.



Selection handles

► To select single objects with the Pick tool:

1. Click on the Pick tool in the toolbox.
2. Click on desired object to select. You will see small, black handles appear around the perimeter of the object's shape.

► To select single objects using the keyboard:

Do one of the following:

- Press [Tab] to select the next object.
- Press [Shift Tab] to select the previous object.

► To deselect objects:

Use the Pick tool and click any white unused area on the page.

» Note:

Objects with no fill can be selected by clicking anywhere within the shape. You can deactivate this feature by clicking on the Treat As Filled button in the Property Bar.

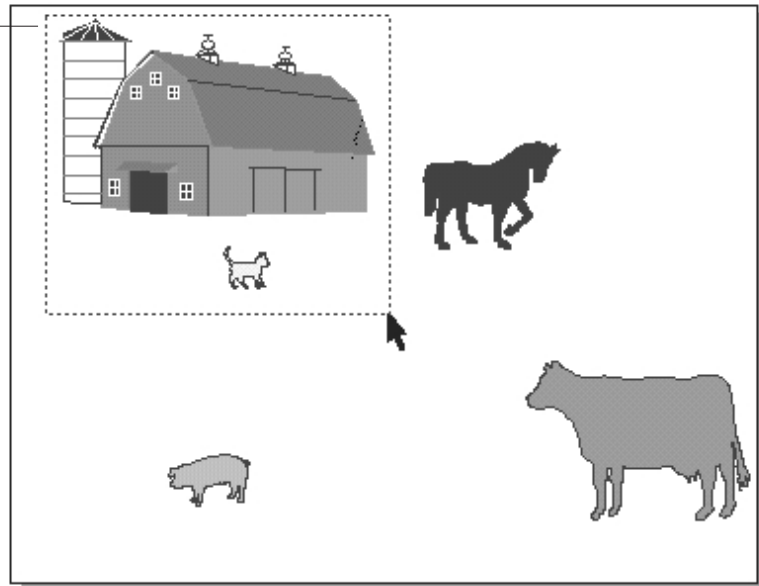
► **To select multiple objects:**

Do one of the following:


- Use the Pick tool, hold down the [Shift] key, and click on the objects.
- Select Edit, Select All and choose between Objects, Text, or Guidelines.
- Use the Pick tool and marquee select by dragging the pointer to completely enclose the objects you want to select.

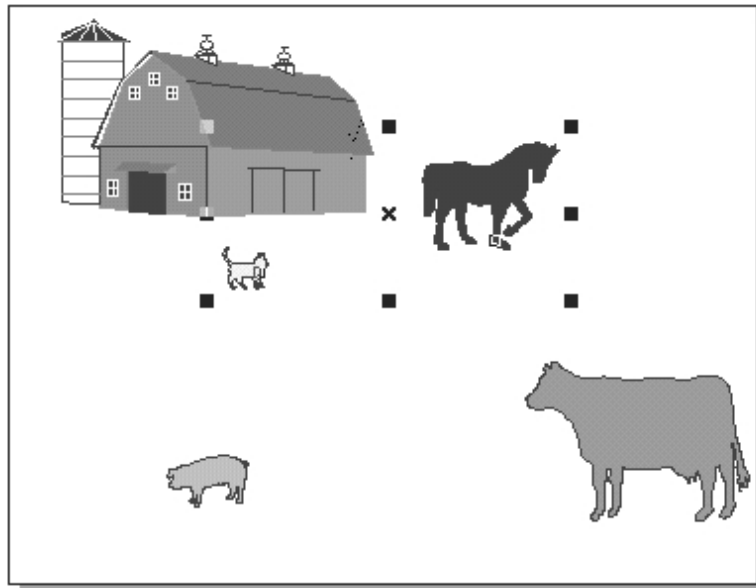
» **Shortcut:**
To select all objects,
double click on the Pick
tool.

Drag a marquee to
completely enclose the
objects to be selected—the
barn and cat in this case.



Exercise: Selecting Objects

Steps to Follow	Comments
1. Open Barnyard located in the Learn folder.	<i>The drawing of barnyard animals is displayed.</i>
2. Press [Tab] several times.	<i>The next object is selected.</i>
3. Press [Shift Tab] several times.	<i>The previous object is selected.</i>
4. Click on the Pick tool in the toolbox.	
5. Position the pointer on the barn and click.	<i>The barn is selected. Selection handles appear around it.</i>
6. Click on any white unused area on the page.	<i>To deselect all objects.</i>
7. Hold down the [Shift] key and click on both the cat and horse. Release the [Shift] key.	<i>Selection handles appear around the objects.</i>

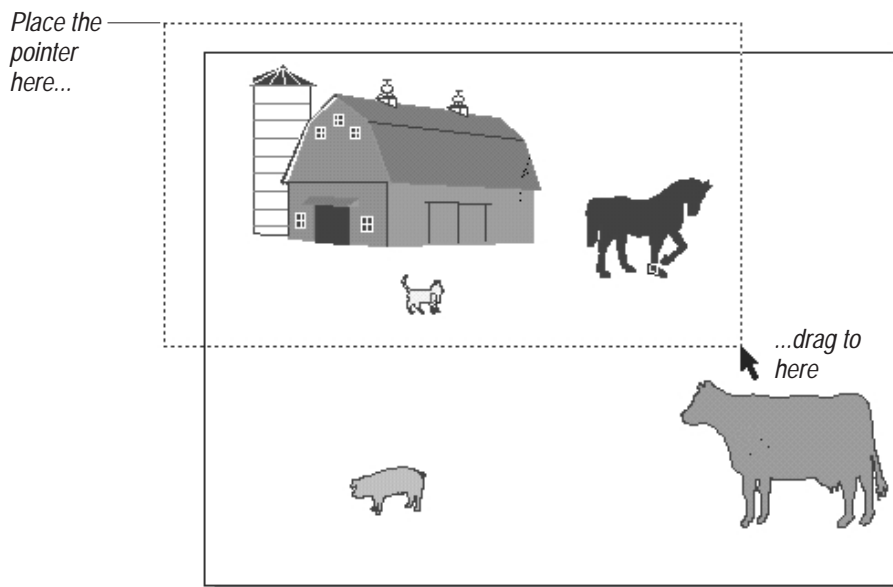


- | | |
|--|---|
| 8. Hold down [Shift] and click on the horse again. | <i>To deselect the horse and leave only the cat selected.</i> |
|--|---|

9. Click on any white unused area on the page. *To deselect all objects.*

10. Place the pointer above the left corner of the page.

11. Press and hold down and drag a marquee to totally enclose the barn, cat, and horse. Release when finished. *All three objects are selected when you release the mouse button.*



12. Observe the Status Bar. *It displays 3 objects selected.*

13. Click any white unused area on the page. *To deselect all objects.*

14. Select **Edit, Select All, Objects**. *All five objects are selected on the page.*

15. Deselect all objects. *Click any white unused area.*

16. Select **File, Save As** and save as **My barn** in the Learn folder.

Moving Objects

There are *two* ways to move an object:

► To move objects using the mouse:

» Tip:

Hold down the [Ctrl] key as you drag to lock movement to the horizontal or vertical direction.

1. Do one of the following:

- Use the Pick tool and point on the object's surface.
- With either the Pick, Rectangle, or Ellipse tool selected, point to the X in the center of the selection handles.

2. Drag to move the object and release.

» Shortcut:

Right-drag an object, then choose **Move Here**.

Drag object, or
drag X



► To move using the nudge keys:

» Tip:

Before you begin to move an object, hesitate for a few seconds to view the object's fill as you drag.

1. Select the object. Selection handles appear around the object.

2. Do one of the following:

- Press either the left, right, up, or down cursor keys on the keyboard to *nudge* (default 0.1 inches) the object in that direction.
- Hold down [Shift] and press the cursor keys to *super nudge* (default 0.2 inches) the object in that direction.

To set the nudge amount other than the defaulted 0.1 inches, select Tools, Options. Click on Workspace, Edit.

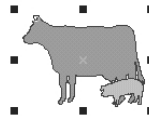
Exercise: Moving Objects

Steps to Follow

Comments

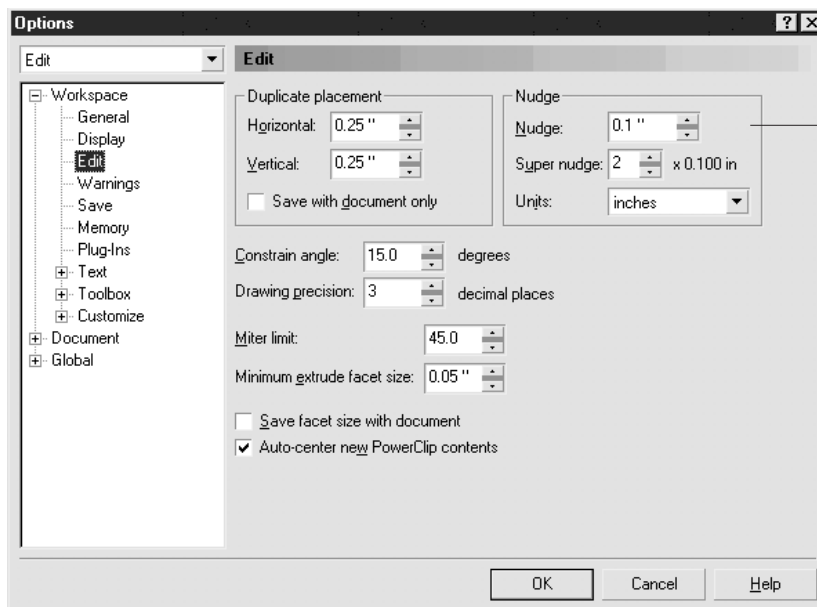
1. Using **My barn**, place the pick pointer on the surface of the cow.
2. Drag to move the cow to the bottom left of the page.
3. Keep pressing the cursor up arrow on the keyboard until the cow is level with the pig.
4. Click on **Tools, Options**.
5. In the Workspace list, click on **Edit**.

A moving rectangle displays to make placement more accurate.



The Options dialog box appears.

Notice the default setting for Nudge is set to 0.1 inches.



Note the nudge default setting at 0.1 inches

6. Click **Cancel**.
7. Move the cow back to its original location in the lower right corner.

Place pointer on cow and drag.

Copying and Deleting Objects

There are *three* ways to copy objects.

» **Tip:**
Press [Spacebar] to
drop multiple copies as
you move an object.



► To duplicate objects:

1. Select the object. Selection handles appear around the object.
2. Select Edit, Duplicate or press [Ctrl D].

Note: If you duplicate an object then move it, the distance is used as the offset if you duplicate again. This feature is called *smart duplicate*.

► To clone objects:

Cloning differs from duplicating because changes made to the original object are made to the clone as well. This includes any color or sizing changes.

Caution: If you change a clone's attribute, it will lose its dependency on the original object. Also, if you delete the original object all clones will be deleted as well.

1. Select the object. Selection handles appear around the object.
2. Select Edit, Clone.

Note: Select Tools, Options and click Workspace, Edit to change the amount of offset when duplicating or cloning objects.

► *To copy using the clipboard:*

» Shortcut:

While dragging the object, click the right mouse button to make a copy. Or, right-drag the object, then choose *Copy Here*.

Universal to all Windows programs, is the ability to Cut & Paste and Copy & Paste. In CoreIDRAW, this method is beneficial if you need to make a copy of an object directly on top of the original.

1. Select the object. Selection handles appear around the object.
2. Select Edit, Copy to copy the object to the clipboard.
3. Select Edit, Paste. The pasted object is placed *directly on top* of the original object. Move to a new place.

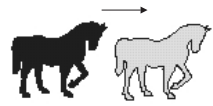
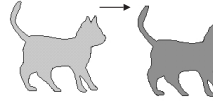
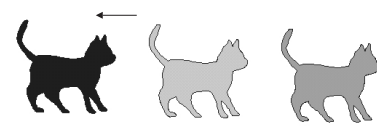
Deleting Objects

» Tip:

Delete the last object created by pressing [Del]. There is no need to select the Pick tool before doing so.

1. Select the object. Selection handles appear around the object.
2. Do one of the following:
 - To cut the object and store in the clipboard, select Edit, Cut or click the Cut button.
 - To delete the image, select Edit, Delete or press [Delete].

Exercise: Copying and Deleting Objects

Steps to Follow	Comments
1. Using My barn , select the horse.	<i>Use the Pick tool.</i>
2. Select Edit, Duplicate .	<i>A duplicate horse is placed up and to the right of the original.</i>
3. Move the horse to the right side of the original horse.	
4. Choose a color of your choice from the Color Palette on the right side.	<i>The duplicated horse changes color.</i>
5. Select the cat.	
6. Select Edit, Copy .	<i>The Copy status box appears, then disappears when the copying has been completed.</i>
7. Select Edit, Paste .	<i>A new copy of the cat is placed directly on top of the original.</i>
8. Move the copy of the cat to the right side of the original and give it a color of your choice.	
9. Select Edit, Paste .	<i>Another copy is placed on top of the original.</i>
10. Move the copy to the left side of the original and give it a new color of your choice.	
11. Select the cow.	
12. Select Edit, Clone .	<i>A copy appears up and to the right of the original cow.</i>
13. Move the clone to the left side of the original cow.	
14. Select the original cow.	<i>The cow furthest to the right.</i>
15. Select Edit, Clone .	<i>Another copy of the cow appears.</i>

- 16. Move the clone to the extreme left side of the other two.
- 17. Select the original cow.
- 18. Pick a color in the Color Palette.
- 19. Select the pig and press [Delete].
- 20. Drag a marquee box around all three cats.
- 21. Select **Edit, Delete**.
- 22. Save the file.



The cow furthest to the right.

All three cows change color.

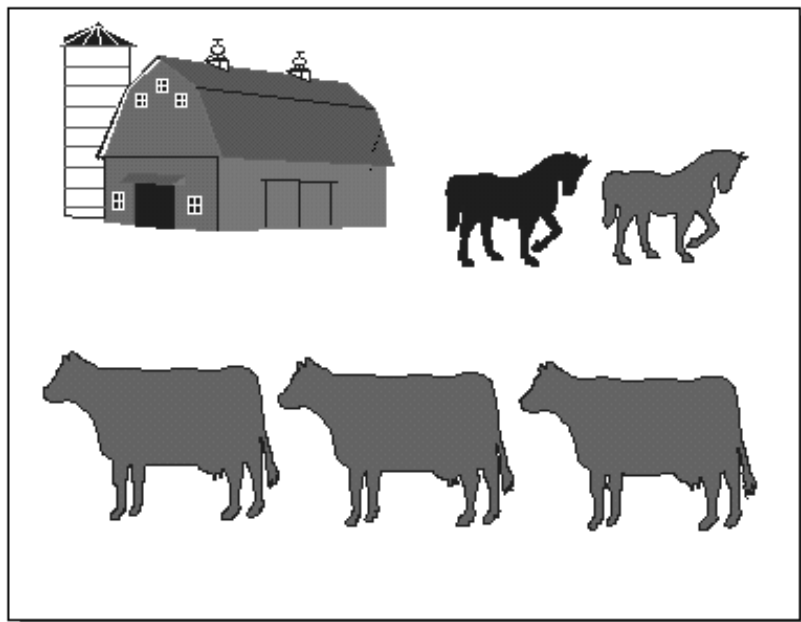
To delete it.



To delete them all.

To update My barn.

The completed exercise




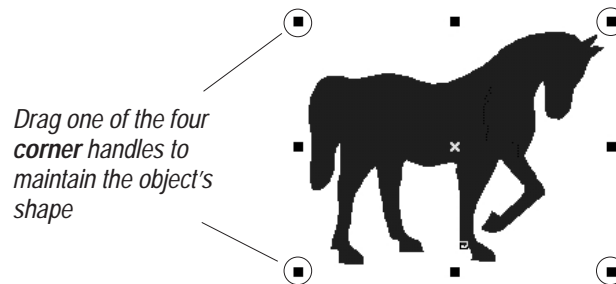
Sizing Objects

► *To size while maintaining the object's proportion:*

To reduce or enlarge an object while keeping its *proportion* (width to height ratio):

1. Select the object. Selection handles appear around the object.
2. Place the cursor on one of the object's *corner* handles.
3. Do one of the following:
 - Drag diagonally inwards toward the object's center to size smaller.
 - Drag diagonally outwards to size bigger.

 **Warning:** If you drag one of the object's middle handles, you will lose its proportion. Make sure you drag one of the corner handles.



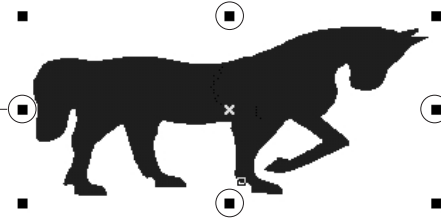
► **To stretch and distort objects:**

If you stretch or distort objects, they will lose their proportion. This changes their width to height ratio and causes them to elongate or compress.

» **Tip:**

Delete the last object created by pressing [Del]. There is no need to select the Pick tool before doing so.

Dragging one of the **middle** handles will distort an image





» **Tip:**

To remove any transformations performed on an object and return it to its original state, select **Arrange, Clear Transformations**.

1. Select the object. Selection handles appear around the object.
2. Place the cursor on one of the object's *middle* handles.
3. Drag the handle to the desired stretch or distortion.

Exercise: Sizing and Stretching Objects

Steps to Follow	Comments
1. Using My barn , select the right-most horse.	<i>Use the Pick tool.</i>
2. Place the pointer on the top right selection handle.	<i>The cursor changes to a diagonal double-headed arrow.</i>
3. Drag towards the horse's center point and size about 50% smaller.	<i>Look at the Property Bar's Scale % buttons as you drag to see the percentage change.</i>
	
4. Place the pointer on the bottom left selection handle.	
5. Drag towards the bottom left corner of the page and release when the horse is about twice the size.	<i>The opposite corner remains fixed as you drag.</i>
6. Click the Undo button.	<i>Undoes the last sizing action.</i>
7. Place the pointer on the top middle handle.	
8. Drag upwards to stretch the horse about twice as high.	<i>You distort the horse's proportion.</i>
	
9. Click the Undo button.	
10. Try sizing and stretching the original (right-most) cow in the lower right corner.	<i>The two cow clones size and stretch as well.</i>
11. Save and close the document.	<i>To update My barn.</i>

Click **No** to the *Leave data on clipboard* prompt.

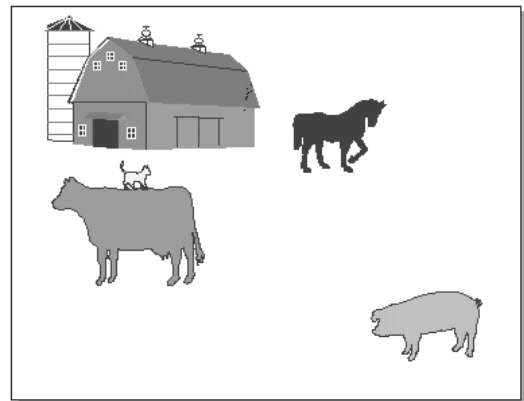
Section

Exercise: *Selecting and Manipulating Objects*

Steps to Follow

Comments

1. Open **Barnyard**.
2. Using either the Pick tool or the [Tab] key, select the cow.
3. Select the cow and the horse.
4. Select the horse, barn, and pig.
5. Move the cat on top of the cow's back.
6. Use the nudge method to move the cat to the center of the cow's back.
7. Move both the cow and cat above the pig.
8. Duplicate the pig and move it to the right side of the page.
9. Size the duplicated pig about twice the size.
10. Delete the original pig.
11. Close the document and do not save the changes.



Section Questionnaire

- A. What keyboard keys allow you to select one object at a time on the current page?

- B. Describe one way to select multiple objects:

- C. What keyboard keys allow you to nudge objects in the defaulted 0.1 inch increments?

- D. The difference between Duplicate and Clone is that duplicated objects are independent of the original object, while cloned objects are linked to the original object. Changes to the original object automatically changes cloned objects. True or False?

- E. When sizing objects while maintaining their proportion, which sizing handles must you drag?

Self-Check Assessment



To review what you have learned so far in this manual, try the following exercise.



Expected completion: You should be able to complete this exercise in 15-20 minutes.

Steps to Follow	Refer to page...
1. Open Sample in the Learn folder.	<i>p. 17</i>
2. Delete pages 1 through 3.	<i>P. 34</i>
3. Change the page size to an A4 format.	<i>p. 20</i>
4. Use the Index tab in the Help Topics dialog box, and locate information about zoom flyout .	<i>p. 13</i>
Close the Help window.	
5. Zoom in to all objects (to fit).	<i>p. 31</i>
6. Select the cat and teddy bear.	<i>p. 40</i>
7. Delete the selected objects.	<i>p. 47</i>
8. Undo the last action.	<i>p. 22</i>
9. Select all objects.	<i>p. 41</i>
10. Deselect all objects.	<i>p. 40</i>
11. Insert a page after the current one.	<i>p. 34</i>
12. Go to page one and copy the <i>FLASH UPDATE</i> graphic to the clipboard.	<i>p. 46</i>
13. Create a new document and paste the graphic.	<i>p. 25, p. 46</i>

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14. Move the graphic to the top of the page. *p. 44*
 15. Stretch the graphic to the full width of the page. *p. 51*
 16. Save the document as **Review 1** in the Learn folder. *p. 19*
 17. Switch to the **Sample** document. *p. 24*
 18. Close and do not save the file. *p. 25*
- Do not leave clipboard data for other applications.
19. Close **Review 1**. *p. 25*