

Grouping Graphics

When pictures, clip art, animations, and even AutoShapes are inserted into a Word document, each sits on its own separate drawing layer, as if printed on layers of transparent sheets. Because of this, you position each object independently, from front to back. Once the objects are positioned, you can group the objects together and move them as one group.

If you want to align a set of objects, select all of the objects by clicking on **Edit** on the Main Menu. Then click on **Select All**. Then, click **Draw** on the Drawing Toolbar. Next, click **Align or Distribute** and then **Align Center**.

If you want the objects evenly spaced from one another, select the objects, and click **Draw** on the Drawing Toolbar. Next, click **Align or Distribute** and then **Distribute Horizontally** or **Distribute Vertically**.

You can also change the order of layered or overlapping objects. By default, Word and PowerPoint place the object inserted most recently on top. You can change the front-to-back order by right-clicking the object you want to move and click **Order** on the short-cut menu.

- Click **Bring to Front** to move the selected object to the top
- Click **Bring Forward** to move the object up one level in the stack
- Click **Send Backward** to move the object down one level in the stack
- Word, but not PowerPoint, also provides the option of moving an object so it is on top of the document itself using **Bring in Front of Text** or **Send Behind Text**

To anchor the group, select all of the objects you want to group, click **Draw** and then **Group**. To make changes, click **Draw** and **Ungroup**. After revisions, click **Draw** and **Regroup**.