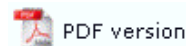




Working with Graphics



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Arranging Graphic Objects







FoD-OMR offers many ways to arrange your form to enhance its appearance and usability.

Undoing and repeating actions

As you arrange the objects on your form, remember to use the **Undo**  and **Redo**  tools to correct mistakes.

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Cut and Paste

You can use the **Cut** , **Copy** , **Paste**  and **Paste At**  buttons on the toolbar to duplicate a selected object or group of objects.

When pasting an object from the clipboard, **Paste** places it directly on top of the cut or copied object, however you can select the location for the new object by clicking the **Paste At** button and selecting the location for paste.

The **Duplicate** command (CTRL+D) in the **Edit** menu makes a copy of the selected object or group of objects and slightly offsets it from the original.

You can also duplicate an item using the CTRL key and drag and drop. While holding the CTRL key down click the object to select it. Holding the left mouse button down drag the new object to a different location.

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