

Moving Controls as a Group

After selecting multiple controls, you can move them as a group. To do this, point inside one of the selected controls, press the mouse button, and drag the entire group to a new location (Figure 2.14).

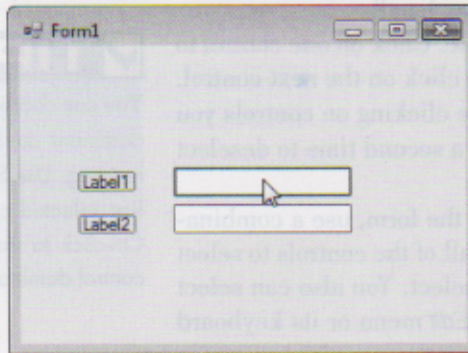


Figure 2.14

Drag a group of selected controls to move the entire group to a new location.

TIP

Make sure to read Appendix C for tips and shortcuts for working with controls. ■

Setting Properties for Multiple Controls

You can set some common properties for groups of controls. After selecting the group, look at the Properties window. Any properties that appear in the window are shared by all of the controls and can be changed all at once. For example, you may want to set the *BorderStyle* property for a group of controls to three-dimensional or change the font used for a group of labels. Some properties appear empty; those properties do not share a common value. You can enter a new value that will apply to all selected controls.

TIP

Setting the font for the form changes the default font for all controls on the form. ■

Aligning Controls

After you select a group of controls, it is easy to resize and align them using the buttons on the Layout toolbar (Figure 2.15) or the corresponding items on the *Format* menu. Select your group of controls and choose any of the resizing buttons. These can make the controls equal in width, height, or both. Then select another button to align the tops, bottoms, or centers of the controls. You also can move the entire group to a new location.

Figure 2.15

Resize and align multiple controls using the Layout toolbar.

