

Grouping and ungrouping elements in a layout 10

Grouping elements

You can group selected elements in the layout to perform the same task on all of them.

1. Select the elements that you want to group by holding down the Ctrl key (Windows) or Command Key (Mac) and clicking each one of the elements.
Or, [drag a rectangular area around the elements](#) that you want to group. To be selected, the area must include the entire element.
2. From the **Modify** menu, select **Group**.

Ungrouping elements

You may want to ungroup elements in the layout, especially in a step-and-repeat layout where the elements are automatically grouped.

1. Select the grouped elements.
2. From the **Modify** menu, select **Ungroup**.