# **Group content - Auto Groups**

Auto Groups provides perfect alignment for many objects at once, while allowing them to move together as if they were a single object. You can use Auto groups in Auto and Manual columns.

Take advantage of Manual Groups to allow freeform placement of objects within a group.

# **Creating Auto Groups**

## **Auto Group Objects (Marquee Select)**

- 1. Click and drag the cursor to select multiple objects.
- 2. Select the "Arrange" tab in the Editing Menu.
- 3. Under the Group section, Click Auto to combine the selected objects in an Auto Group.
- 4. An Auto Group Layout drawer will appear below the Group section to access Auto Group adjustments.
- 5. Click "Save" to save your page.

# **Auto Group Objects (Keyboard Shortcut)**

- 1. While holding down the SHIFT key on your keyboard, click multiple objects.
- 2. Select the "Arrange" tab in the Editing Menu.
- 3. Under the "Group" section, Click Auto to combine the selected objects in an Auto Group.
- 4. An Auto Group Layout drawer will appear below the Group section to access Auto Group adjustments.
- 5. Click "Save" to save your page.

Need to edit an object inside the group? Click once on the Auto group to select it, and then double click again to select one of its objects. When you click away from the group or hit escape, the group closes and your edit is complete.

#### **Change Auto Group Direction**

A key advantage of Auto Groups is the ability to instantly adjust the direction of the objects in the group. This is helpful when you have many similar objects (such as social media icons) that you wanted to appear horizontally or vertically.

- 1. Select an Auto Group.
- 2. Select the Auto Group Layout drawer below the Group section within the Editing Menu.
- 3. Under the Direction section you can choose a direction for your Auto Group. Available direction options include:
  - Horizontal All objects in the group display side by side horizontally.
  - Vertical All objects in the group display on top of one another vertically.
- 4. Click "Save" to save your page.

#### Adjust spacing between objects (Horizontal Auto Group)

Horizontal Auto Groups maintain a consistent space between all objects. You can adjust the space between objects in an Auto Group.

- 1. Select a Horizontal Auto Group.
- 2. Click and drag the resize handles on the left or right side of the Auto Group.
- 3. The space between objects will expand or contract.
- 4. Click "Save" to save your page.

# Adjust spacing between objects (Vertical Auto Group)

Vertical Auto Groups stack objects on top of one another. You can adjust the spacing between objects using the space below feature for each object.

- 1. Select a Vertical Auto Group.
- 2. Double click on an object within the Vertical Auto Group.
- 3. Use the space below icon on the bottom left of an object to add space below the object.
- 4. Repeat the process for each object in the Auto Group.
- 5. Click "Save" to save your page.

The resize handles on the sides of a Vertical Auto Group allow you to expand the Auto Group's width.

#### **Change Auto Group Alignment (Horizontal Auto Group)**

- 1. Select a Horizontal Auto Group.
- 2. Select the Auto Group Layout drawer below the Group section within the Editing Menu.
- 3. Under the Align section you can choose different alignment options for your Auto Group. Available alignment options include:

- Top All objects in the group align to using the top edge of the objects.
- o Center All objects in the group align using the centre of the object.
- Stretch Objects without fixed heights (such as buttons, images and some embed codes)
  stretch to fill height.
- Bottom All objects in the group align using the bottom of the object.
- Baseline All objects in the group align using their baseline. For text objects this would be the invisible line your text sits on.
- 4. Click "Save" to save your page.

## **Change Auto Group Alignment (Vertical Auto Group)**

- 1. Select a Vertical Auto Group.
- 2. Select the Auto Group Layout drawer below the Group section within the Editing Menu.
- 3. Under the Align section you can choose different alignment options for your Auto Group. Available alignment options include:
  - Left All objects in the group align to the Left side of the Auto Group.
  - Center -All objects in the group align to the Center of the Auto Group.
  - Right All objects in the group align to the Right side of the Auto Group.
- 4. Click "Save" to save your page.

## Add object into an existing Auto Group

- 1. Click and drag the cursor to select the new object and the existing Auto Group
- 2. Select the "Arrange" tab in the Editing Menu.
- 3. Under the Group section, click Add to selected group.
- 4. The object will be added to the selected Auto Group.
- 5. Click "Save" to save your page.

You can also add a new object to an existing Auto Group by holding down the Shift key and selecting the object and Auto Group before heading to the "Arrange" tab in the Editing Menu.

### **Ungroup an Auto Group**

- 1. Select the Auto Group you'd like to ungroup.
- 2. Select the "Arrange" tab in the Editing Menu.
- 3. Under the "Group" section, click the ungroup icon.

- 4. Your objects are no longer in an Auto Group and will now be independent.
- 5. Click "Save" to save your page.

# **Styling Auto groups**

Auto groups support a full assortment of style options including background color, gradient, rounded corners, borders and shadows. All the things you are used to with objects like shapes. Auto groups also include padding allowing you to create a buffer of space between the elements with the the Auto group and the outer edges, much like columns.

# Add a background to an Auto Group

- 1. Select the Auto Group
- 2. Select the "Style" tab in the Editing Menu.
- 3. Select color and choose the color you would like the background of the auto group to be.
- 4. Click "Save" to save your page.

#### Add padding to an Auto Group

If you apply any style attributes to an Auto group you will most likely want to apply some padding to create a buffer of space between the contents and the outer edge of the Auto group. Here is how you can do this.

- 1. Select the Auto Group
- 2. Select the "Style" tab navigate to the area labeled "Padding".
- 3. You have a few options
  - 1. Choose a Padding preset to use a predefined about of padding.
  - 2. Use the slider and numeric field to select an amount.
  - 3. Click the chevron at the far right of the label Padding to expand the controls revealing the individual controls for each side.
- 4. Click "Save" to save your page.