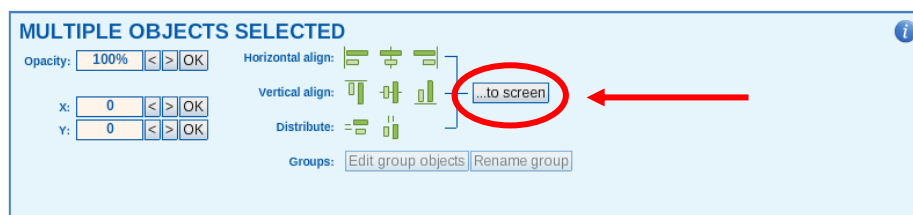If your screen contains several objects placed in different positions and you need to place them on the screen so that they are evenly distributed in relation to each other's positions or to the size of the screen, Course Builder allows you to do this with one action which will apply to all the objects selected.

1) Start by selecting all the objects you want to align. Keep the **Shift** key pressed on your keyboard while you click on all the objects you want to align.

2) When several objects are selected, the Control Panel will display the Multiple Objects options. By default, the alignment option is set to '...to screen':

3) At this point you can select to distribute the selected objects vertically or horizontally. The **Distribute Vertically button**

will evenly distribute the objects vertically between the top and bottom edges of the screen.
The **Distribute Horizontally button**

will evenly distribute the objects horizontally between the left and right edges of the screen.

4) If you need to distribute your objects relative to the edges of the selection boundaries (e.g. the upper, lower leftmost or rightmost parts of the selected objects) you will need to change the alignment option to '...to objects' before selecting the option you need: