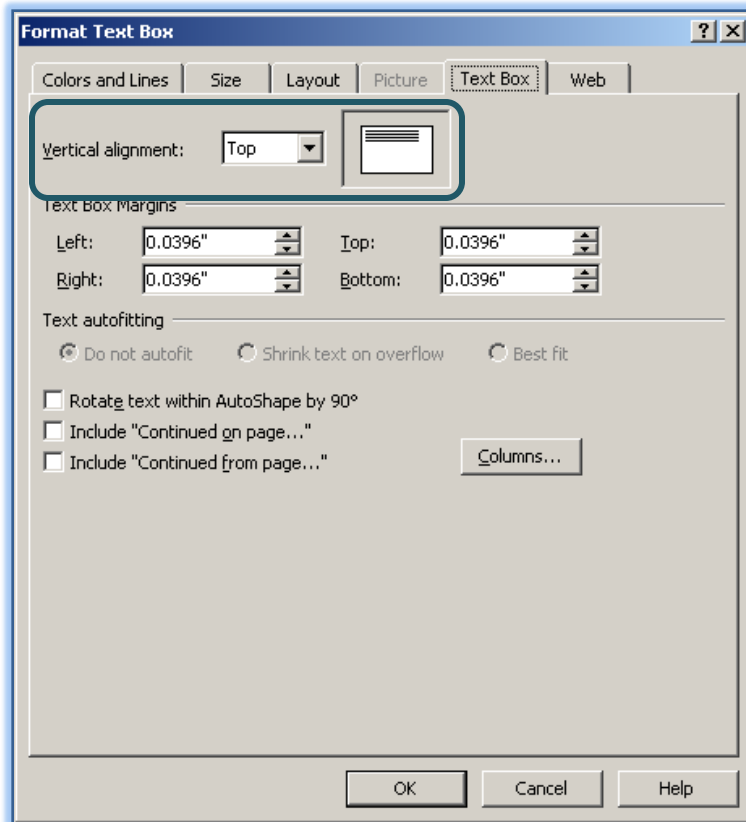


ALIGNING TEXT VERTICALLY

Text can be aligned to the top, middle, or bottom of a frame. The ability to change the alignment of text in a frame can be helpful when planning captions for a newsletter. Changing the alignment of text in a frame can add to the visual appeal of captions or headlines and can add value to the publication. To align the text vertically in the publication, complete the steps below:

- ❖ Click the text frame that is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Text Box** from the list. This option appears at the bottom of the list.
- ❖ The **Format Text Box** dialog box will appear.
- ❖ Click the **Text Box** tab (see illustration below).



- ❖ Click the **Vertical Alignment** arrow.
- ❖ Click on one of the alignment options described below:
 - The **Top** option aligns the text along the upper edge of the text frame.
 - The **Middle** option aligns the text between the upper and lower edges of the text frame.
 - The **Bottom** option aligns the text along the lower edge of the text frame.
- ❖ When the option is clicked, an illustration will appear in the box next to the arrow.
- ❖ Once a choice has been made, click the **OK** button.