

## CHANGING PARAGRAPH ALIGNMENT

Aligning paragraphs determines the appearance of the left and right edges of text within a frame. Center alignment evenly positions the text between the left and right edges of the frame. Justified alignment adjusts the space between words to create even left and right edges. It is also possible to indent text from either or both edges of the frame. To align text between the page margins, the text box frame will have to extend all the way to the margins.

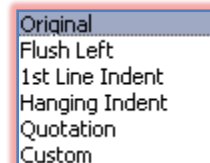
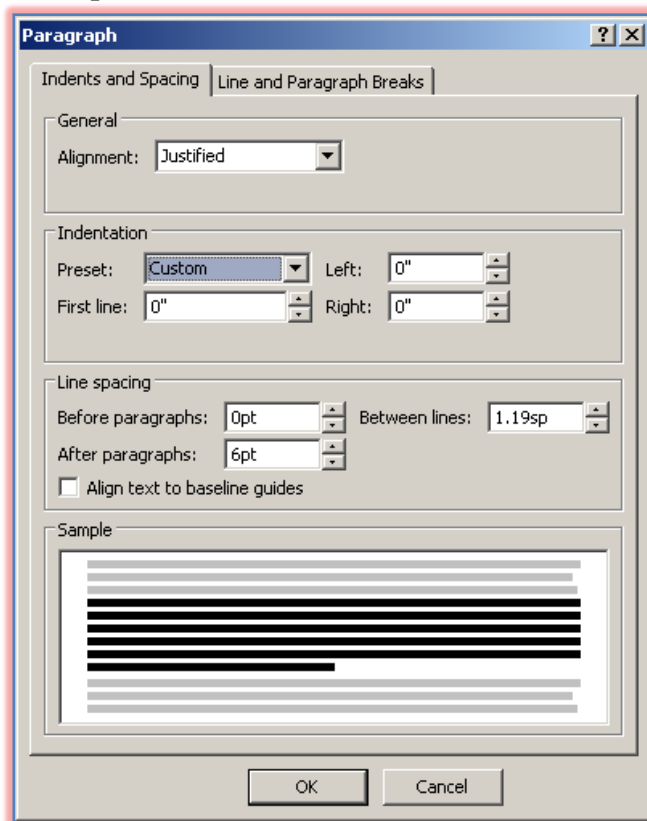
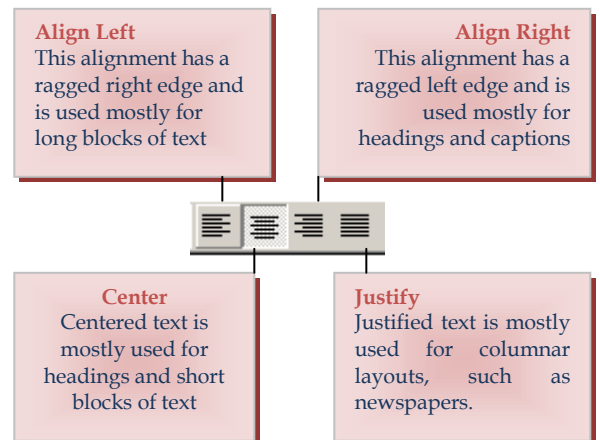
### Changing Paragraph Alignment

- ❖ Do one of the following:
  - Select the text that is to be aligned.
  - Click the text box frame to align the text within it.
- ❖ Click the corresponding alignment button on the **Formatting** toolbar (see illustration at right).

### Changing Indentation

Indenting text sets a temporary left or right margin. It is possible to specify different types of indentation, such as a First Line Indent or a Hanging Indent.

- ❖ Select the paragraph that is to be indented.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Paragraph** from the list of options.
- ❖ The **Paragraph** dialog box will display (see illustration below left).
- ❖ Click the **Preset** drop-down arrow.



- ❖ Select the indent option that is to be used (see illustration above right).
- ❖ Enter the distances for the text to be indented in the appropriate text boxes, if desired.
- ❖ Click **OK** to exit the dialog box and accept the changes.

## Indenting Text Using Formatting Toolbar

Text lines can be offset in a text box frame by using the indent buttons on the formatting toolbar. Each time the **Increase Indent** button is clicked, the paragraph is indented a half-inch from the left edge of the text box frame. Indents work nicely for lists that are grouped under a particular heading. To indent text in a text box frame, follow the steps below:

### Increase Indent

- ❖ Place the insertion point in the text line or paragraph that is to be indented.
- ❖ Click the **Increase Indent** button on the **Formatting** toolbar (see illustration).

### Decrease Indent

To decrease an indent in a text box frame paragraph

- ❖ Place the insertion point in the line or paragraph
- ❖ Click the **Decrease Indent** button on the **Formatting** toolbar (see illustration).

### To Indent Lines of Text That Are Not Part of the Same Paragraph

Lines or blocks of text that are not part of a paragraph are those that are separated by a line return. A line return is inserted when the **Enter Key** is pressed.

- Select the lines.
- Click the **Increase Indent** button on the **Formatting** toolbar.

