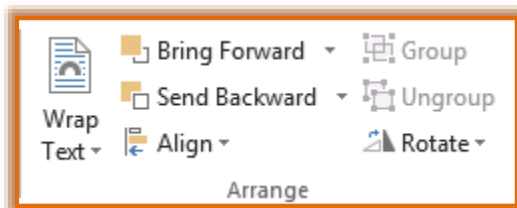


ALIGN OBJECTS

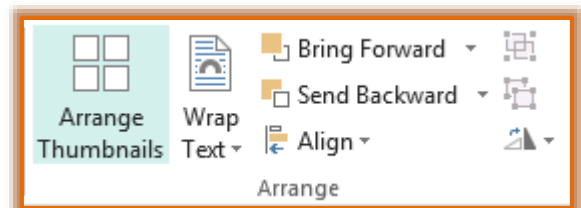
Pictures, text boxes, shapes, and drawing objects inserted into a Publisher publication can be aligned so that they line up with margin guides, ruler guides, and grid guides. Objects can be distributed relative to each other or relative to the margin guides.

Automatically Align Relative to Group of Select Objects

- ✦ Select the objects that are to be aligned.
- ✦ Do one of the following:
 - ★ Click the **Table Tools Layout Tab**.
 - ★ Click the **Picture Tools Format Tab**.
 - ★ Click the **Drawing Tools Format Tab**.
- ✦ In the **Arrange Group**, click the **Align** button.



Drawing Tools Format Tab



Picture Tools Design Tab



Table Tools Layout Tab

- ✦ Select from one of the options as shown in the list below.
 - ★ **Align Left** – To align the selection to the left side of the objects with the left edge of the left-most object, select this option.
 - ★ **Align Center** – Select this option to align the center of the selected objects with the vertical center of the selected objects.
 - ★ **Align Right** – This selection aligns the right side of the selected objects with the right edge of the right-most object.
 - ★ **Align Top** – To align the top side of the selected objects with the top edge of the top-most object, select this option.
 - ★ **Align Middle** – Select this option to align the selected objects in the horizontal middle of the selected objects.
 - ★ **Align Bottom** – This option is used to align the bottom side of the selected objects with the bottom edge of the bottom-most object.
 - ★ **Distribute Horizontally** – Use this selection to move the selected objects to evenly distribute them horizontally.
 - ★ **Distribute Vertically** – To evenly distribute the selected objects vertically, select this option.

Automatically Align Relative to Margin Guides

- † Select the objects that are to be aligned.
- † Do one of the following:
 - ★ Click the **Table Tools Layout Tab**.
 - ★ Click the **Picture Tools Format Tab**.
 - ★ Click the **Drawing Tools Format Tab**.
- † In the **Arrange Group**, click the **Align** button.
- † Click **Relative to Margin Guides**.
- † Select from one of the options as shown in the list below.
 - ★ **Align Left** – Select this option to align the left side of the objects with the left-most margin guide on the page.
 - ★ **Align Center** – To align the center of the selected objects with the vertical center of the page, select this option.
 - ★ **Align Right** – This option is used to align the right side of the objects with the right-most margin guide on the page.
 - ★ **Align Top** – Select this option to align the top side of the selected objects with the top margin guide of the page.
 - ★ **Align Middle** – To align the selected objects in the horizontal middle of the page, select this option.
 - ★ **Distribute Horizontally** – This option is used to move the selected objects to evenly distribute them horizontally on the page.
 - ★ **Distribute Vertically** – Use this option to move the selected objects to evenly distribute them vertically on the page.

Manually Align Object to Another Object or Guide

Objects can be aligned based on their edges or their midlines. As an object is dragged toward another object's edge or middle, or toward a guide, the object will feel like it becomes sticky when it aligns. It will release when the object is moved past the alignment. The table below explains how dragging the mouse can align an object.

An object's edge	This will align all guides, other object edges, and text box columns.
An object's middle	This will align all guides and other object middles.
A text box's column edge	This can align all guides and other text box column edges.
A table's row/column edges	This aligns all guides and other table row/column edges.
A ruler guide	This guide can be used to align all of the items as described in the rows above.

NOTE: Groups are treated like a single object. The edges and centers of the group are used for alignment, not the edges/columns of the objects within the group.

Manually Align an Object

- ✦ Position the mouse pointer over the object until the mouse pointer changes to the shape shown in the illustration at the right.
- ✦ Drag the object until it shows alignment to the guide or object that the selected object is to align to.



NOTE: If the guides are hidden, the objects will still align to the guides and the guides will show as the objects come into alignment.

Turn Alignment Behavior On/Off

- ✦ Click the **Page Design Tab**.
- ✦ In the **Layout Group**, click the appropriate check box to turn the feature on or off.
- ✦ Click the **Guides** button to change other guide options.

