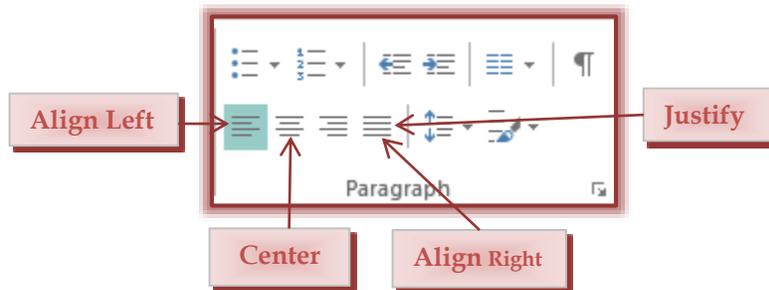


CHANGE PARAGRAPH ALIGNMENT

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.

CHANGE PARAGRAPH ALIGNMENT

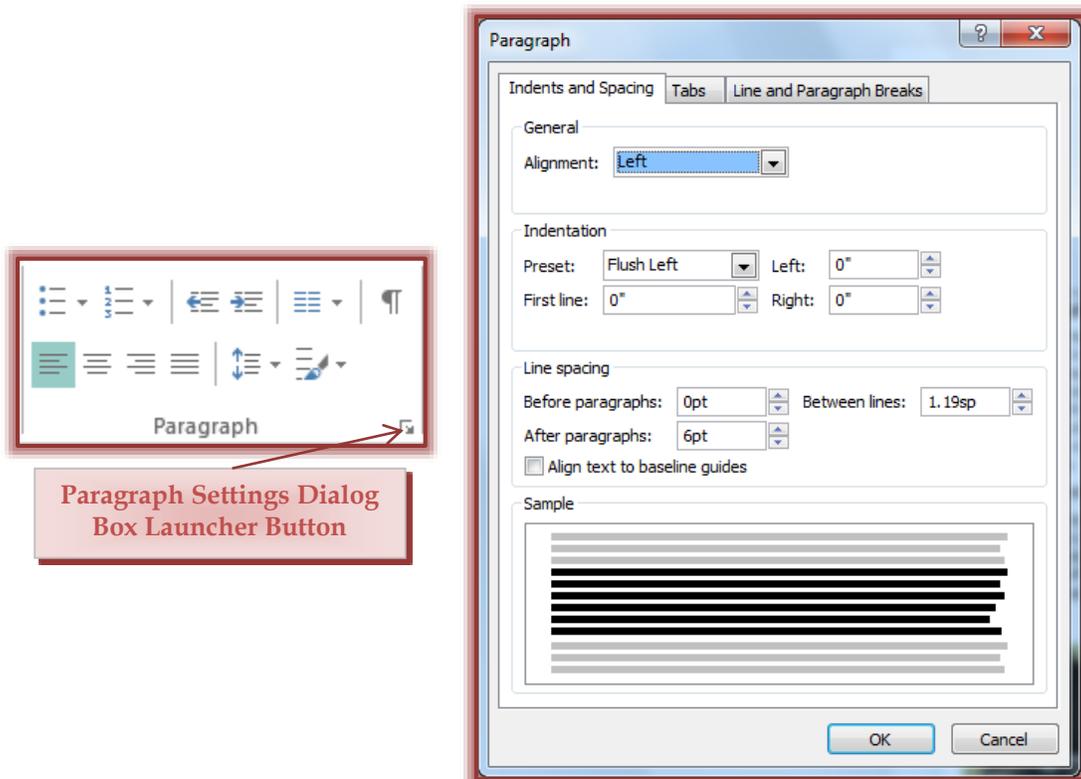
- ✚ Do one of the following:
 - ☆ Select the text that is to be aligned.
 - ☆ Click the text box frame to align the text within it.
- ✚ Click the **Home Tab**.
- ✚ Click the corresponding alignment button in the **Paragraph Group** (see illustration below).



CHANGE 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.



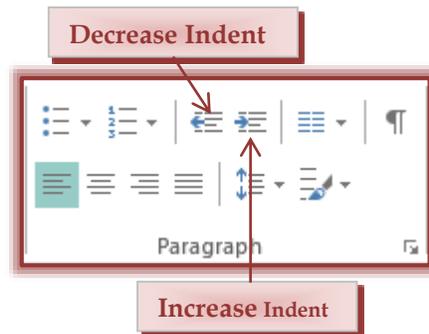
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Paragraph Settings Dialog Box Launcher** button (see illustration previous page left).
- ✦ The **Paragraph** dialog box will display (see illustration previous page right).
- ✦ Click the **Preset** drop-down arrow.
- ✦ Select the indent option that is to be used.
- ✦ 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.

INDENT TEXT USING RIBBON

Text lines can be offset in a text box frame by using the indent buttons in the Paragraph Group on the Home Tab. 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 in the **Paragraph Group** on the **Home Tab** (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 in the **Paragraph Group** on the **Home Tab** (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 in the **Paragraph Group** on the **Home Tab**.