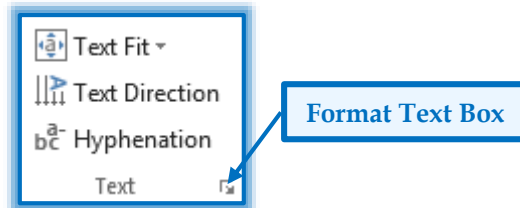


ALIGN TEXT

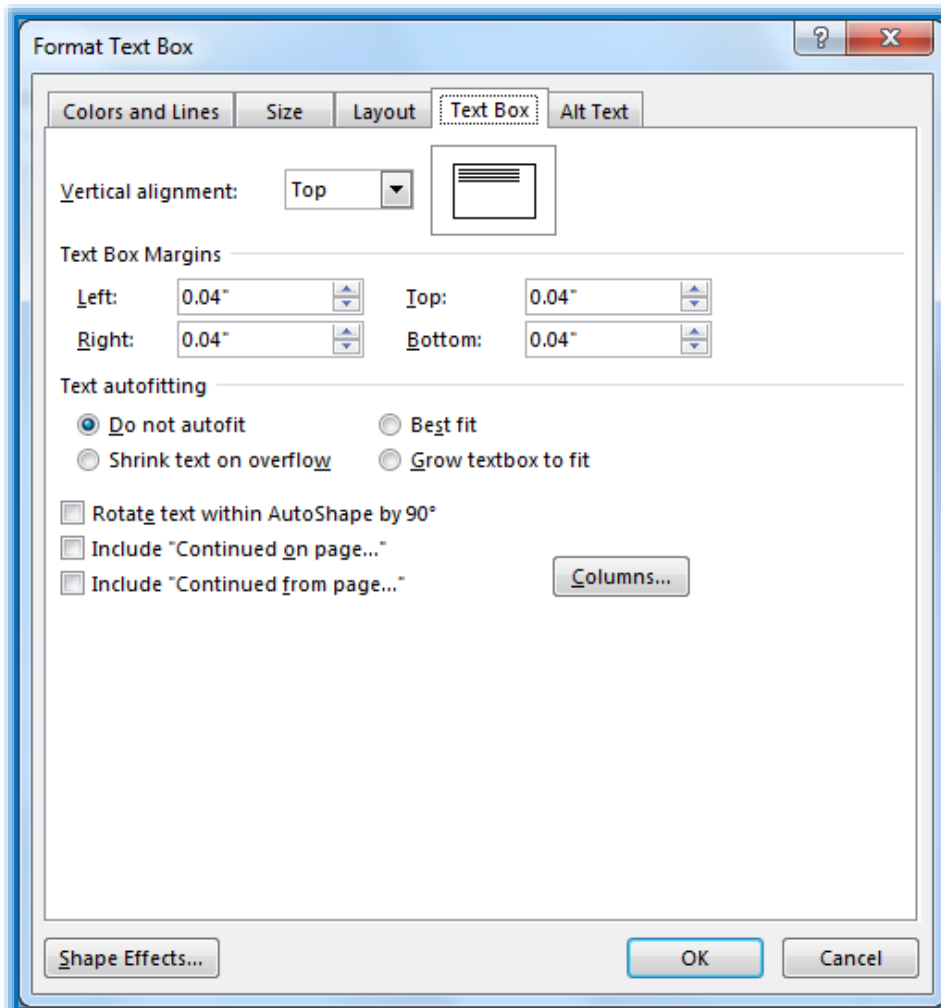
Text can be aligned to the top, middle, or bottom of a frame. The ability to change the alignment of text in a frame can be helpful when planning captions for a newsletter. Changing the alignment of text in a frame can add to the visual appeal of captions or headlines and can add value to the publication.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

Align Text Vertically

- ✚ Click the text frame that is to be changed.
- ✚ Click the **Text Box Tools Format Tab**.
- ✚ In the **Text Group**, click the **Format Text Box** (see illustration below) button in the bottom right corner of the group.



- ✚ 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.

Align Text Vertically and Horizontally

- † Click the **Text Box Tools Format** tab.
- † In the **Alignment Group**, click one of the following options.

Button	Description
Align Top Center	To align text to the top center of the textbox, click this button.
Align Top Right	This button is used to align text to the top right corner of the text box.
Align Center Left	Use this button to center the text vertically in the text box and align it to the left.
Align Center	Click this button to center the text vertically and horizontally in the text box.
Align Center Right	This button is used to center the text vertically in the text box and align it to the right.
Align Bottom Left	To align the text in the bottom left corner of the text box, click this button.
Align Bottom Center	Use this button to align text to the bottom center of the textbox.
Align Bottom Right	Click this button to align text to the bottom right corner of the text box.