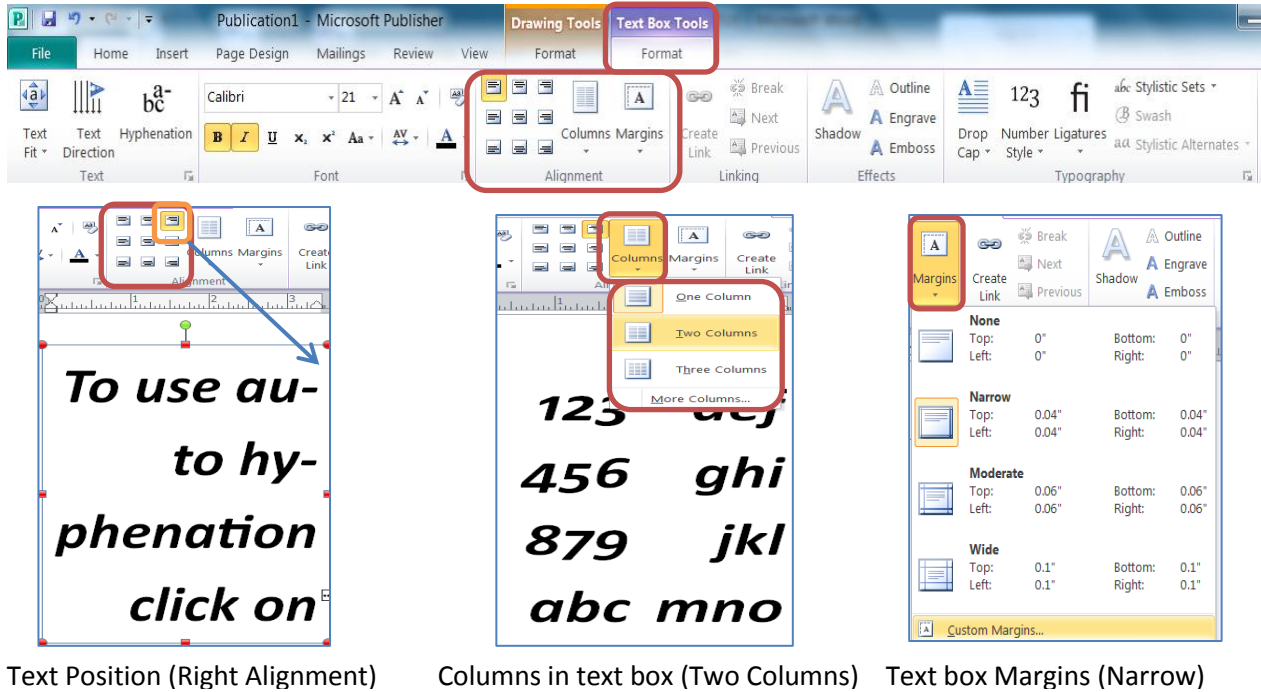




## Text Alignment Tools

*To use these tools you will always need to click on a text box to activate the Text Box Tools contextual menu. In some instances, you may have to highlight the text also.*



## Text Position

To align the text in a within a text box: (example shows text aligned right)

- ✎ Select the text
- ✎ Click on the position in the Alignment Group on the Text Box Tool contextual tab
  - When you point to a position tool the screen tip will show the alignment position

## Alignment Positions

- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| Align Top Left    | Align Top Center    | Align Top Right    |
| Align Center Left | Align Center        | Align Center Right |
| Align Bottom Left | Align Bottom Center | Align Bottom Right |



## Columns

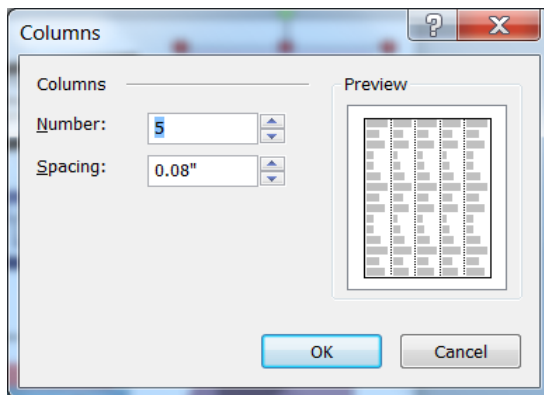
To divide a text box into a designated amount of columns: (example shows 2 columns, text aligned right)

- Click on the text box
- Click on the column menu
- Choose number of columns

## More Columns

If you want more than 3 columns:

- Click on the More Columns option at the bottom of the menu
- Select number of columns
- Change space between columns
- See the Preview option at the right of dialog box as you make changes
- Click OK



If you only want 2 or 3 columns, you can still change the spacing by opening the Columns dialog box and change Spacing only, then click OK.

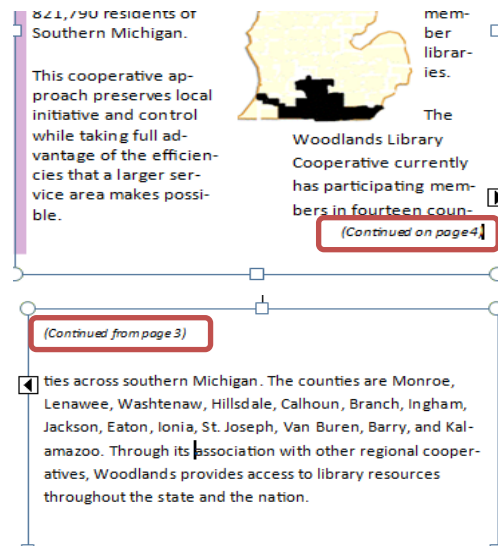
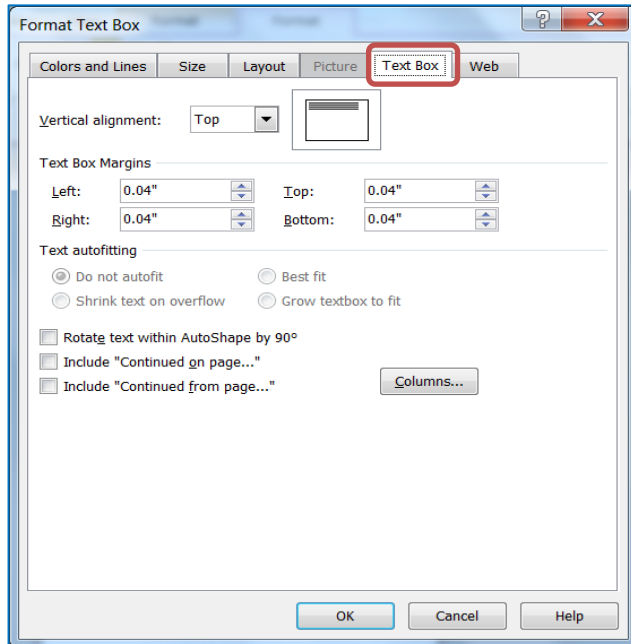
## Text Box Margins

To change the margins within a text box:

- Click on the text box
- Click on the Margin menu on the Textbox Tools tab
- Choose margin style from the menu



## More Margin Options



For more margin options, click on Custom Margins at the bottom of the margin menu.

Options in the Format Text dialog box are:

- ✎ Vertical alignment
- ✎ Left, right, top and bottom margin settings
- ✎ Text auto fitting
- ✎ Rotate text within the AutoShape 90° at a time
- ✎ Include text Continued on page...
  - This is used when you have text boxes linked on two different pages
  - It will show what page is it linked to (Continued on page 4)
- ✎ Include text Continued from page...
  - This is used when you have text boxes linked on two different pages
  - It will show what page is it linked to (Continued from page 3)
- ✎ Change number of columns (shown on page 2)