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

<table>
<thead>
<tr>
<th>Align Top Left</th>
<th>Align Top Center</th>
<th>Align Top Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Align Center Left</td>
<td>Align Center</td>
<td>Align Center Right</td>
</tr>
<tr>
<td>Align Bottom Left</td>
<td>Align Bottom Center</td>
<td>Align Bottom Right</td>
</tr>
</tbody>
</table>
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

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

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.
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)