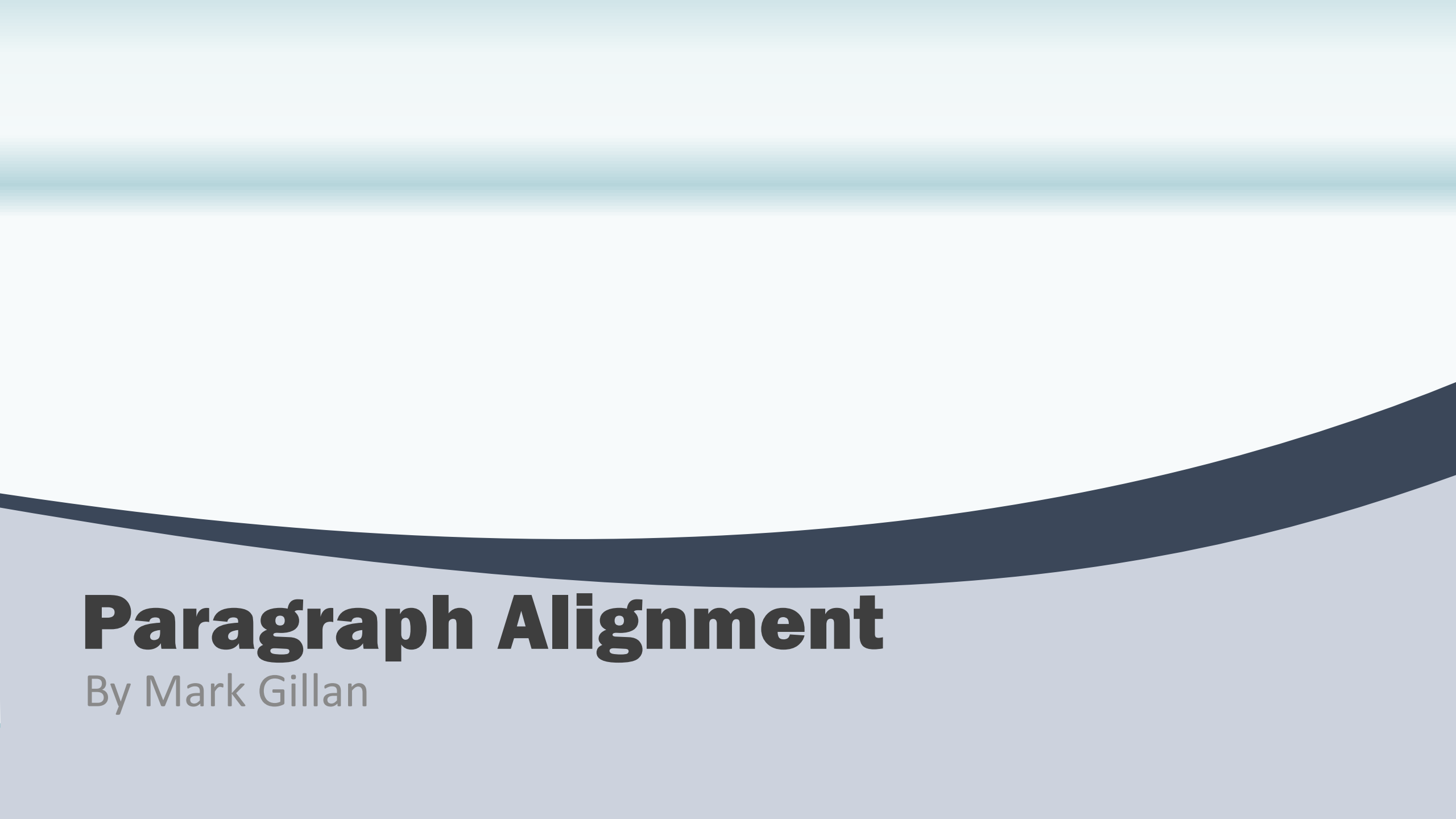




Paragraph Alignment

By Mark Gillan

Alignment Explained

- Left align
 - This means the left of the paragraph will be aligned to the left-hand margin of the page and will type to the right
- Center (centre) align
 - This means the paragraph will be centred between the left-hand margin and the right-hand margin, bang centre of these measurements, typing equally in both directions to keep the centre of the paragraph centred between margins
- Right Align
 - This means the paragraph will be aligned to the right-hand margin of the page and as keys on the keyboard are hit for letters then the words will push to the left from the right-hand margin
- Justify
 - Text within the paragraph that would not fit into the margins would have the last word nearest the right-hand margin sent to the line below. Justification should stretch across the left and right margins to have neat lineage meeting both margins without the 'jaggies' of an otherwise left, right or centre alignment. See the example opposite.

Left

Left aligned text will type from the left margin.

Centre

Center (centre) aligned text is between left and right margins.

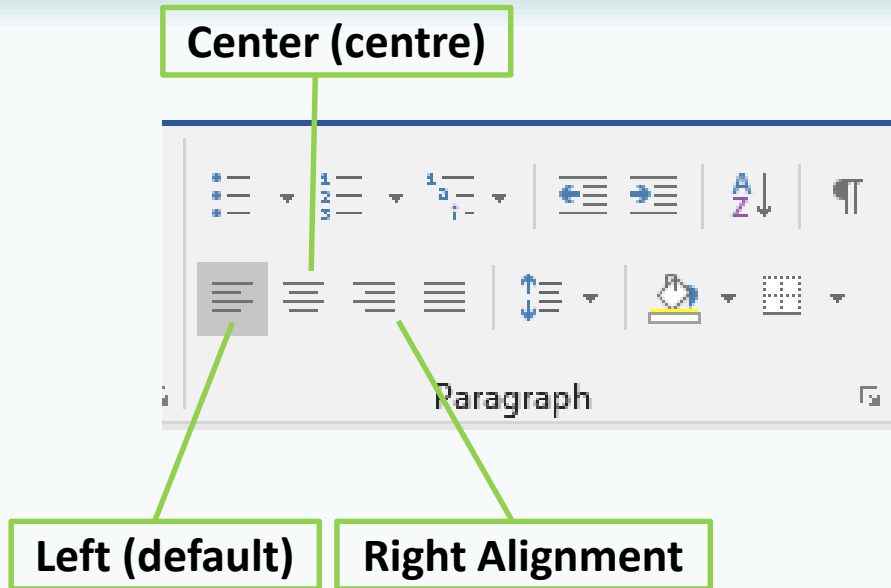
Right

Right aligned text will type from the right-hand margin.

Justify

Justified alignment takes into consideration that text left, centred or right aligned will fit within the margins by pushing a word that is unable to fit onto the line below to continue the paragraph, meaning the paragraph appears with jaggies when paragraphs consist of many lines of text within the aligned paragraph. All or part of a page can be aligned but it usually refers to paragraphs as a whole within a page.

Applying Alignment



- Select the text to align
- Click the relevant alignment button:
 - Left align
This means the left of the paragraph will be alignment to the left-hand margin on the page
 - Center (centre) align
This means the paragraph will be centred between
 - Right Align
 - Justify
- Alignment can be changed for a paragraph at any time and the same process. If a mistake is made, it can be rectified and alignment controlled by the user
- Do not use tabs or space bar presses as an alternative to left, centre or right alignment