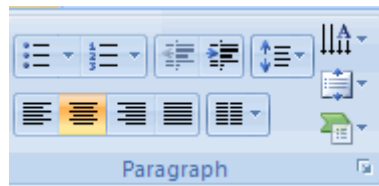


Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear.

To change the alignment:

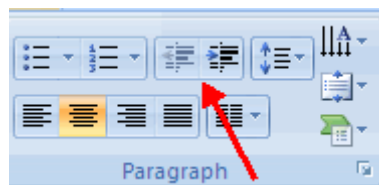
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



Indent Paragraphs

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection

