Text alignment and print a document

- Alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins. For example,

- in a paragraph that is left-aligned (the most common alignment), the left edge of the paragraph is flush with the left margin.
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- Vertical alignment determines the position of the text within a section of a document relative to the top and bottom margins, and is often used to create a cover page.

Align the text left or right

- Select the text that you want to align.
- On the **Home** tab, in the **Paragraph** group, click **Align Left** or **Align Right** .

Center the text horizontally between the side margins

- Select the text that you want to center.
- On the **Home** tab, in the **Paragraph** group, click **Center** .
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Center the text vertically between the top and bottom margins

- Select the text that you want to center.

- On the **Layout** or **Page Layout** tab, click the Dialog Box Launcher in the **Page Setup** group, and then click the **Layout** tab.

- In the **Vertical alignment** box, click **Center**.

- In the **Apply to** box, click **Selected text**, and then click **OK**.

Justify text

- When you justify text in Word, you give your text straight edges on both sides of the paragraph. Justifying extends each line of your text to the left and right margins.

- Justifying text might make the last line of text in a paragraph considerably shorter than the other lines.
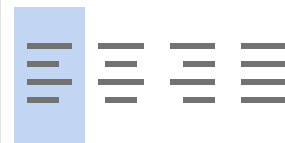
- .

- in the **Paragraph** group, click the Dialog Box Launcher , and select the **Alignment** drop-down menu to set your justified text.
- You can also use the keyboard shortcut, Ctrl + J to justify your text.

Paragraph

Paragraph

Indents and Spacing | **Line and Page Breaks**

General

Alignment: | Left

Outline level:
- Left
- Centered
- Right
- **Justified**

Collapsed by default

Indentation

Left: | 0"

Right: | 0"

Special: | (none)

By:

☐ Mirror indents

Spacing

Before: | 0 pt

After: | 0 pt

Line spacing: | Multiple

At: | 1.08

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text
Sample Text Sample Text Sample Text Sample Text Sample Text

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tabs... | Set As Default | OK | Cancel
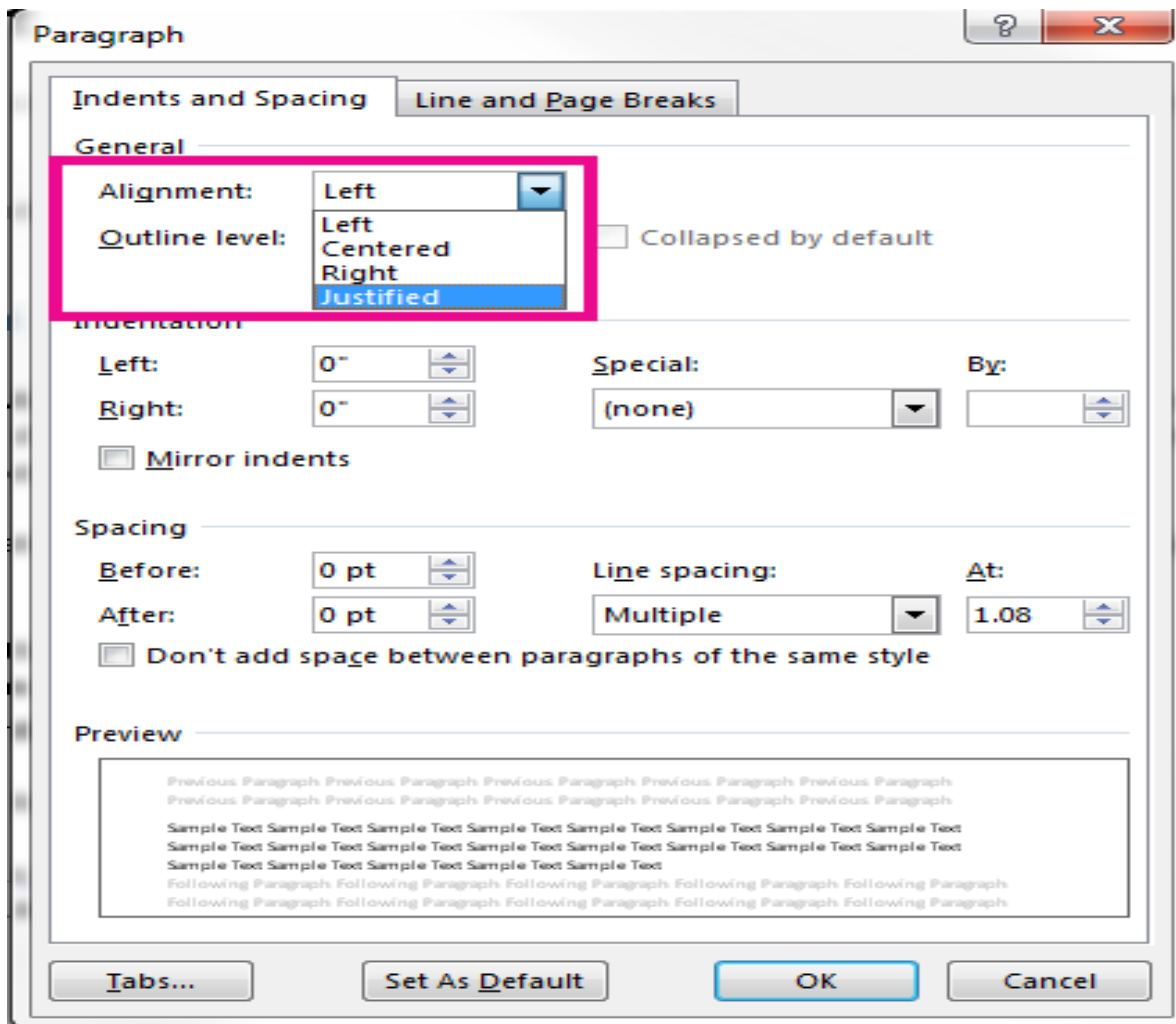
Print a document in Word

- Preview your document
- Click **File** > **Print**.
- To preview each page, click the forward and backward arrows at the bottom of the page.
- If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.
- Choose the number of copies, and any other options you want, and click the **Print** button.
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Print specific pages

- Click **File** > **Print**.
- To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under **Settings**, next to **Print All Pages** (the default), to see all of your options.
- To print only certain pages, do one of the following:
- To print the page shown in preview, select **Print Current Page**.

- To print consecutive pages like 1 -3, select **Custom Print** and enter the first and last page numbers in the **Pages** box.

- To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select **Custom Print**, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).