

Center Text on a Page

You can vertically center text on each page of your document. This is useful for creating title pages and short memos.

1. Click anywhere in the document or section you want to vertically center
Note: To vertically center only some of the text in a document, you must divide the document into sections (see instructions above)
2. Click **File** and **Page Setup**
3. In the **Page Setup** dialog box, click the **Layout** tab
4. Under **Vertical Alignment**, click the down arrow to display the vertical alignment options. Choose **Center** to vertically center the text on the page
5. Click **OK**

*Note: If you wish later to remove vertically centered text, repeat steps 1-7 and select **Top** under vertical alignment*