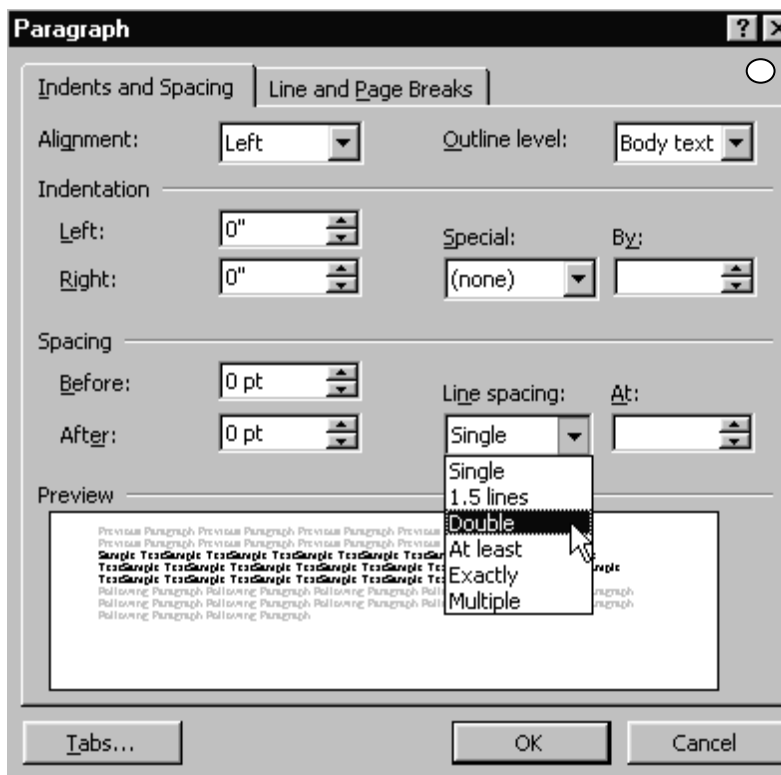
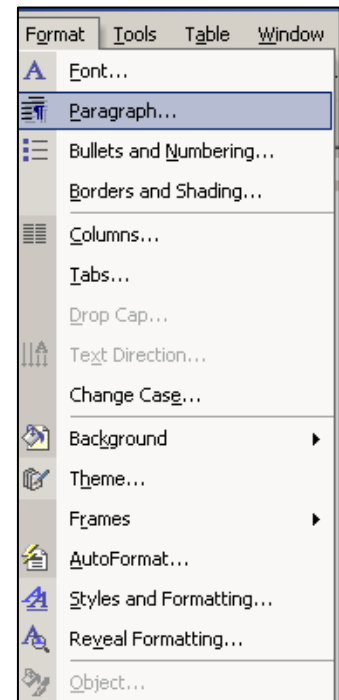


## Paragraph Formatting

Changing the alignment of text, the indentation of paragraphs, or the space between lines are options that you can select in the Paragraph dialog box. Making such formatting changes can help make certain parts of your document stand out or make it more readable.

1. A document should be open within the Microsoft Word program.
2. Select the area you wish to format.
3. Click on the **Format** menu and select the **Paragraph** command.
  - The **Paragraph dialog box** opens.
4. You can change the line spacing (single, 1.5, or double), you can adjust the alignment (left, center, right, or justify), or you can increase the spaces before or after paragraphs.
5. Make your selections.
  - A preview will display at the bottom of the dialog box.
6. Click the **OK** button to secure your changes.



Click the question mark in the upper left-hand corner to access context sensitive help. Your cursor changes into a large question mark. Click on an option in the dialog box to see a definition.