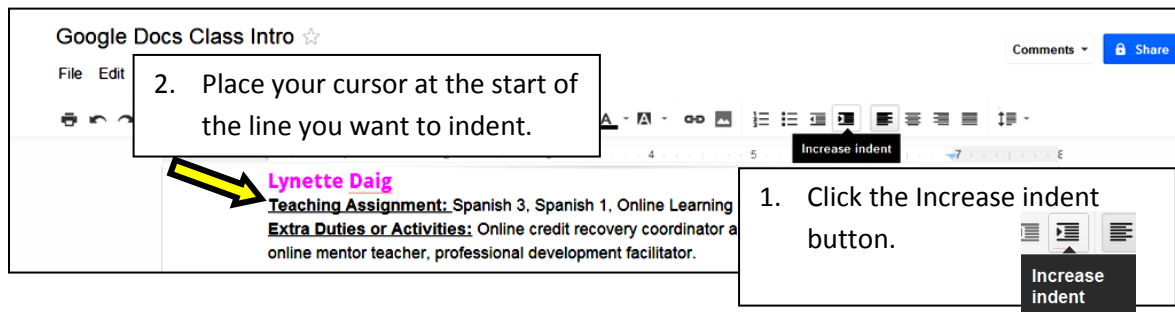


GOOGLE DOCS BASICS: WORKING WITH ALIGNMENT AND LINE SPACING

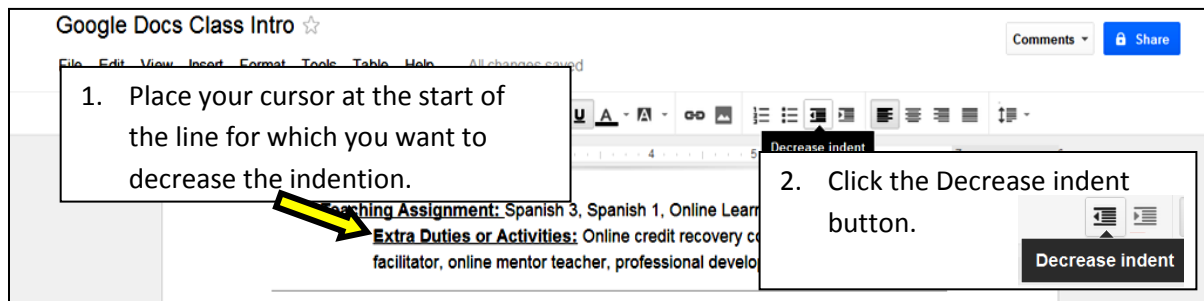
Alignment options appear on the right end of the toolbar.



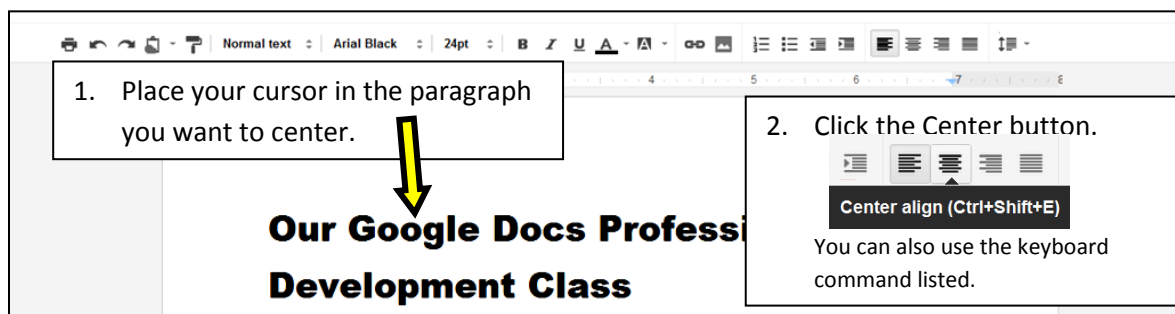
How to Indent:



How to Decrease an Indention:

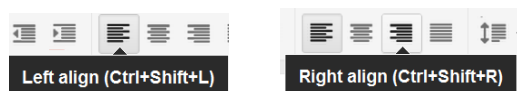


How to Center Text:



How to Left Align or Right Align Text:

Follow the same steps as were given under "How to Center Text." Instead of clicking the Center button, click "Left align" or "Right align."

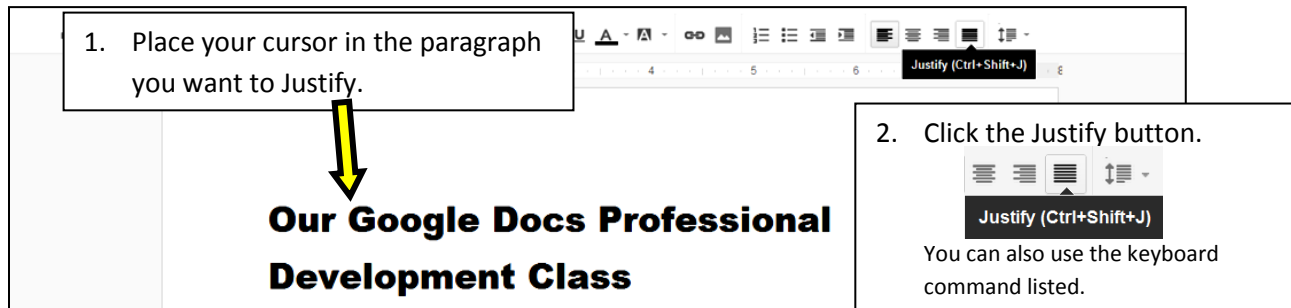


GOOGLE DOCS BASICS: WORKING WITH ALIGNMENT AND LINE SPACING

How to Make the Text Spaced to Fill from Margin to Margin:

This feature is commonly used by newspapers to make clean lines for the start and end of each column. This alignment setting is called “Justify”.

You set the alignment to “Justify” the same way you center, right align or left align text.



1. Place your cursor in the paragraph you want to Justify.

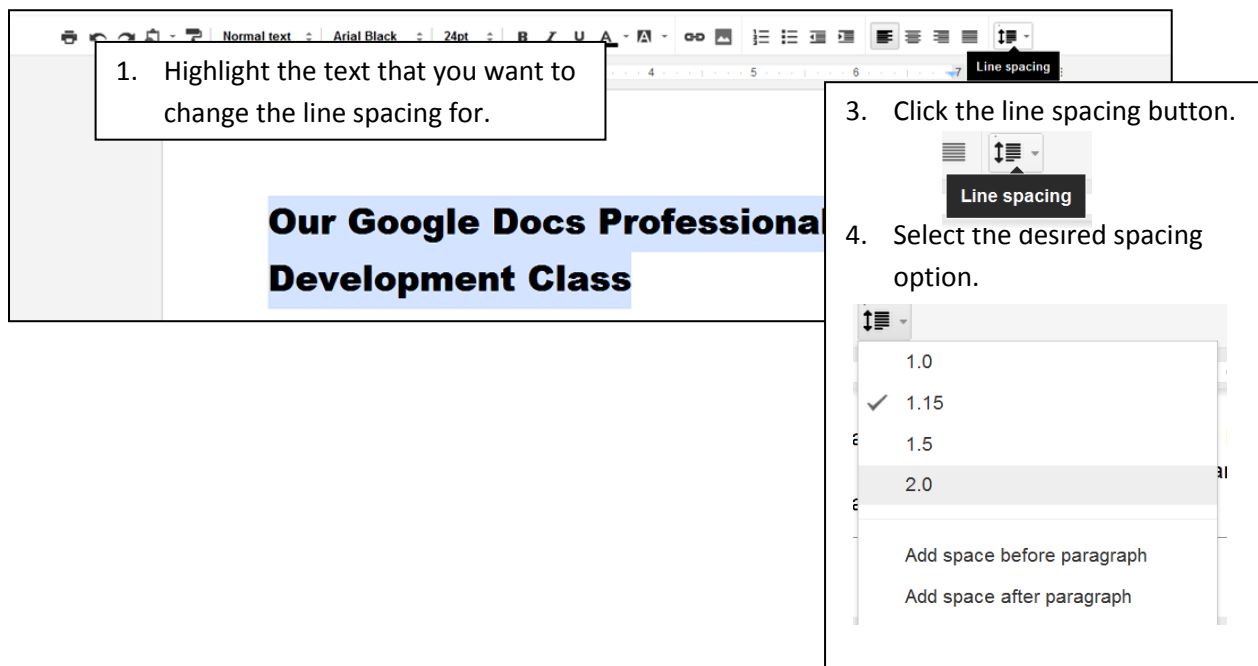
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2. Click the Justify button.

Justify (Ctrl+Shift+J)

You can also use the keyboard command listed.

How to Change Line Spacing



1. Highlight the text that you want to change the line spacing for.

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3. Click the line spacing button.

Line spacing

4. Select the desired spacing option.

1.0
✓ 1.15
1.5
2.0

Add space before paragraph
Add space after paragraph

