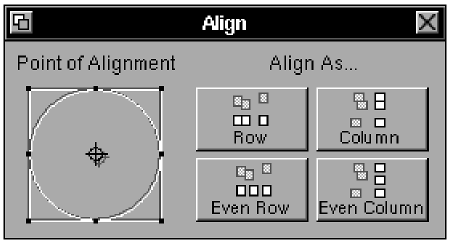
Chapter 25

Align

The Align commands are a submenu of Arrange and are used when you want to arrange graphics neatly along straight lines. Graphics can be aligned to one another, or distributed evenly in rows and columns. Align commands can only be applied to objects on slides.

Align Panel

Choosing this command raises the *Align* panel.



Shortcut

You can also raise the Align panel by clicking the button on the Slide Show tools ribbon.

Point of Alignment

Use the *Point of Alignment* grid to choose the axes along which alignment and distribution will take place. For example, if you click the bottom left corner on the *Point of Alignment* grid, the *Align As Row* command will align selected graphics along their bottoms, while *Align As Column* will ensure that their left sides fall along a vertical line.

Alignment buttons

Click the *Align As Row* button to place selected graphics along a horizontal line. The graphics are arranged so their tops, centers, or bottoms lie on the line, depending on the setting of the *Point of Alignment* grid. Similarly, the *Align As Column* button will shift graphics so that they lie on a vertical line, subject to the selected *Point of Alignment*.

Distribution buttons

The *Align As Even Row* and *Align As Even Column* buttons align selected graphics along a horizontal or vertical line, respectively, distributing them into evenly spaced rows or columns. Based on the *Point of Alignment* grid, graphics in columns are arranged so that their left sides, centers, or right sides line up. Similarly, graphics arranged in rows are aligned along their top sides, centers, or bottoms.

For more on working with the Align panel, or on working with graphics in general, see Chapter 12.

Align Row, Align Column, Align Even Row (R), and Align Even Column

Choosing one of these commands from the Align submenu is the same as clicking the like-named button on the *Align* panel.