

GET IN LINE! USING ALIGN OR DISTRIBUTE

Aligning objects on a slide can be a tedious and challenging endeavor unless you take advantage of the *Align or Distribute* options in the Drawing toolbar. These small tools can make a big impact on your presentation!

1 You'll need the Drawing toolbar; add it if not currently accessible.
Decide how you want to align the objects on your slide.
In this example, I've chosen to align the left sides of the text boxes and space them evenly apart.

2 Select the objects you want to align. Click "Draw" on the toolbar which opens a drop-down menu of options.
Move your cursor over "Align or Distribute" and another drop-down menu will appear.
For this example, click on "Align Left".

3 The selected objects are now left justified.
Next, to evenly space the objects click "Draw", "Align or Distribute", then select "Distribute Vertically".

4 The text boxes in the example are now evenly spaced giving the slide a more presentable and professional appearance!

