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**MODULE 12**

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**VERTICAL ALIGNMENT**

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This module introduces you to Vertical Alignment. This allows for vertical placement of columns on a page so that logically related information will be kept together.

**PREREQUISITES**

Completion of the Character Menu, Paragraph Menu, and Tab Modules.

**OBJECTIVES**

At the completion of this module you will have learned:

1. How to input text for vertical alignment.
2. How to reformat a document for vertical alignment.
3. How to preview a document before printing.

## VERTICAL ALIGNMENT

Vertical alignment provides for vertical placement of columns on a page. The options required for aligning paragraphs vertically are in the Paragraph menu.

Below is an example of paragraphs which are vertically aligned.

QUESTION	ANSWERS	ANALYSIS
<p>Would you describe the features you feel make the Xerox Document System an advance in the publishing industry?</p>	<p>The Xerox Document System provides total document formatting capabilities. The operator can type in text, type the appropriate code keys, and a completed document is printed.</p>	<p>The System will completely revolutionize the publishing industry.</p>
	<p>A completely formatted document can be printed in a matter of minutes on the xerographic printer and will have the highest quality attainable.</p>	

Material which is going to be columnar is input using the regular margins. After the inputting is completed, you will format the document into columns.

- ) Enter the Editor.
- ) Type the following.

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Question

What features on the Xerox Document System will assist you the most?

Answer

There are many features which will assist in processing the long proposals which are submitted in the department.

Probably the ease of making revisions and the flexibility of formatting features will assist me the most.

Analysis

The documents which are being processed are long and go through many revisions.

Have you operated any other types of Word Processing equipment? If you have, how does the Xerox Document System compare?

I have operated Mag Card Word Processors, the Xerox 800 dual tape system, the Xerox 850 single line and full page systems, and I recently learned the Xerox 860.

The Xerox Document System has much more flexibility and many more capabilities than any of the other systems I have used.

The Xerox Document System is the best system for the company's applications.

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) Stop Typing

When the above document is formatted and printed, it should look like the following:



Question	Answer	Analysis
<p>What features on the Xerox Document System will assist you the most ?</p>	<p>There are many features which will assist in processing the long proposals which are submitted in the department.</p> <p>Probably the ease of making revisions and the flexibility of formatting features will assist me the most.</p>	<p>The documents which are being processed are long and go through many revisions.</p>
<p>Have you operated any other types of Word Processing equipment? If you have, how does the Xerox Document System compare?</p>	<p>I have operated Mag Card Word Processors, the Xerox 800 dual tape system, the Xerox 850 single line and full page systems, and I recently learned the Xerox 860.</p> <p>The Xerox Document System has much more flexibility and many more capabilities than any of the other systems I have used.</p>	<p>The Xerox Document System is the best system for the company's applications.</p>



To format the document, you must use the Paragraph menu.

- ) Select the first paragraph.
- ) Hold down Com, press Look.

Look at the third line - Align: You will see Vert: in the middle of the line. Present is marked. If None is marked, no column features will be in operation for the paragraph.

The next option is First. If this is marked, it means the material should be in the first column.

If Next is marked, it means the material should be in the next column. You continue marking Next for every column after the first.

If Same is marked, it means the material should be in the Same column as the preceding paragraph.

The margins you will use for the three columns are: First column - 0 and 145; Second column - 160 and 305; Third column - 320 and 465.

- ) Select the paragraph Questions.
- ) Set the two left margins at 0 and the right margin at 145.
- ) The heading is centered, so mark Ctr.
- ) It is in the first column, so mark First.
- ) Apply.

The next paragraph is in the first column and is justified.

- ) Select the next paragraph.
- ) Mark Just and Same (because it is in the same column).
- ) Mark Apply.

The paragraph Answer is in the next column and centered. The margins for the second column are 160 and 305.

- ) Select the paragraph Answer.
- ) Set the right margin at 305 and the left margins at 160.
- ) Mark Ctr and Next (this is to be the next column).
- ) Apply.

The next two paragraphs are both in the second column so can be formatted together.

- ) Select the next two paragraphs.
- ) Mark Just and Same.
- ) Apply.

The next paragraph is the third column. It is centered between margins of 320 and 465.

- ) Select the paragraph Analysis.
- ) Move the right margin to 465 and the left margins to 320.
- ) Mark Ctr and Next.
- ) Apply.

The next paragraph is in the third column and is justified. What would you mark? Just and Same.

- ) Select the paragraph.
- ) Mark Just and Same.
- ) Apply.

The next paragraph is in the first column. An easy way to reset the margins for a column is to Select a like paragraph and do Com Look.

- ) Select Questions.
- ) Do Com Look.

The margins in the Paragraph menu are correct. Look at the Align: line. Ctr and First are marked. The next paragraph you will format is justified.

- ) Select the next paragraph.
- ) Mark Just.
- ) Apply.

Finish formatting the remaining paragraphs. When you have completed:

- ) Title the document <your initials-VertAlign>
- ) Save the document.

You are going to Preview the document before printing.

- ) Close the Paragraph menu.
- ) Mark Print in the Main menu.
- ) Look at the second line and find Preview.
- ) Mark Preview.

When you have marked Preview, the screen becomes blank and the message "Formatting page ..." appears in the Message Window. Then the first page appears on the screen.

The Message Window tells you to press Next to continue the Preview or to press Cancel to stop. After previewing the document:

- ) Print the document.
- ) Quit from the Editor.

If you do not understand the material presented, review the information before proceeding to the next module.

SUMMARY VERTICAL ALIGNMENT

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Input:.....Use.the.normal.margin settings.

First:.....Means.the.material.to be formatted will be printed in  
the first column.

Next:.....Means.the.material.will be printed in the next  
column. Next is used for all columns except the  
first.

Same:.....Means.the.material.is to be printed in the same  
column as the previous paragraph.

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