



## Design Concepts

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### Objects

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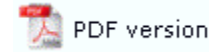
### Page Elements

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### Preview the Forms

- ▶ Preview the Forms

## Arranging Objects



### Using the Alignment Tool

The Alignment tool allows selected objects to be exactly aligned to any other object on the page.

There are six alignment tools that can be used to manipulate single objects, multiple selected objects, or objects selected as a group.



Left align - aligns the left side of the object.



Horizontal center - aligns the object between two points horizontally.



Right align - aligns the right side of the object.



Top align - aligns the top side of the object.



Vertical center - aligns the object between two points vertically.



Bottom align - aligns the bottom of the object.

When aligning objects, you must consider how the objects are referenced by the alignment tool. To align objects:

- Select the object to be aligned.
- Select the appropriated alignment tool.
- Click on another object which is used as a point of reference.

The second object, i.e. the reference object, is divided into four parts, a top and bottom half, and a left and right half. Alignment of the first object will depend on which part of the second object is used as a reference point.

Following are five examples of how to use the alignment tools:

Example 1: Align the left side of an object to the left side of another object.

Example 2: Align the left side of an object to the right side of another object.

Example 3: Align the top of an object to the top of another object.

Example 4: Align the top of an object to the bottom of another object.

Example 5: Horizontally center a selected object between the left and right sides of another object.



Stretch alignment enables you to stretch objects to fit between other objects, or to size them to other objects.

To enable stretch alignment, select the Stretch Alignment option from the Align under the Tools menu or click the Stretch Alignment tool button on the toolbar. Stretch alignment will remain enabled until the button is clicked again.



**Stretch tool disabled**

Example: Stretch the vertical line to fit the height of the rectangle.

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