1 Select the text you want to center between the top and bottom margins.

2 On the Page Layout tab, click the Page Setup Dialog Box Launcher.

3 Select the Layout tab.

4 In the Vertical alignment box, click Center.

5 In the Apply to box, click Selected text, and then click OK.
Centering Text Vertically

Mac OSX
Microsoft Word 2011

BEFORE:     AFTER:

1. Select the text you want to center between the top and bottom margins.
2. On the **Layout** tab, click the **Margins** Dialog Box Launcher.
3. Select the **Custom Margins** Dialog Box Launcher.
4. Select the **Layout** tab.
5 In the **Vertical alignment** box, click **Center**

![Vertical alignment image]

6 In the **Apply to** box, click **Selected text**, and then click **OK**.

![Apply to image]