

# JUSTIFICATION

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1. *Justification* refers to how the paragraph appears. There are 4 options:

- ✓ **Full:** Text along both left and right borders creates a straight, vertical line.
- ✓ **Right:** Text along the right border creates a straight, vertical line.
- ✓ **Left:** Text along the left border creates a straight, vertical line.
- ✓ **Center:** If a straight line were drawn vertically along the center of each line, the test border on the left and the right would be an equal distance from that line.

2. Justification settings continue from the point where you format it. To modify it, simply change the justification at that point.

## **FULL (Ctrl + J)**

“Leadership is collective. One-man leadership is a contradiction in terms. Leaders, in responding to their own motives, appeal to the motive bases of potential followers.”

## **LEFT (Ctrl + L)**

“Leadership is collective. One-man leadership is a contradiction in terms. Leaders, in responding to their own motives, appeal to the motive bases of potential followers.”

## **RIGHT (Ctrl + R)**

“Leadership is collective. One-man leadership is a contradiction in terms. Leaders, in responding to their own motives, appeal to the motive bases of potential followers.”

## **CENTER (Ctrl + E)**

“Leadership is collective. One-man leadership is a contradiction in terms. Leaders, in responding to their own motives, appeal to the motive bases of potential followers.”