**Titles**

1. Company Title
2. Report Title
3. Period Title

**Centering Titles**

1. Count number of positions in title including spaces between words

*WILSON’S STUDENT PLACEMENT = 26*

2. Subtract count from spaces in report layout (132 or 80)

*132 – 26 = 106*

3. Divide result by 2.

*106 / 2 = 53*

4. The answer is the number of blanks PRIOR to the title.

5. Plot the title on the Printer Spacing Chart

*Title would begin in column* ***54****.*

**Centering Detail Lines**

1. Count number of positions in each field including special characters (commas, periods, dollar signs)

*STUDENT ID SALARY DEGREE*

*X---10---X $ZZ,ZZZ.99 X-----15-----X = 35*

2. Subtract count from spaces in report layout (132 or 80)

*132 – 35 = 97*

3. Determine if you will have white space at beginning and end of line or not.

4. Count number of columns of white space

*With white space at beginning and end of line = 4 No white space = 2*

5. Divide answer by the columns of white space

97 / 4 = 24 remainder 1 Puts 24 spaces at beginning and between columns and 25 spaces at the end of the line.

97/2 = 48 remainder 1 Puts no spaces at beginning of line and 48 between first two columns and 49 between the last two columns.