

Working With Tabs

Working with tabs is a two part process. First, the tab stops must be set or you must plan to use the default tab settings which are left-aligned stops at every 0.5". Setting the tab stop includes selecting the type of tab – left, centered, right, decimal, or bar – and selecting where the tab stops must appear. The second step is to press the Tab key as text is being typed to move the insertion point forward to the next tab stop.

A great advantage to working with tabs is that after the tab stops are selected and text is entered, the tab stops can be moved and the selected text moves or realigns with the stops.

Tabs can be set in one of two ways: The Ruler Bar, or the Tab Dialog Box.

To use the ruler to set tabs:

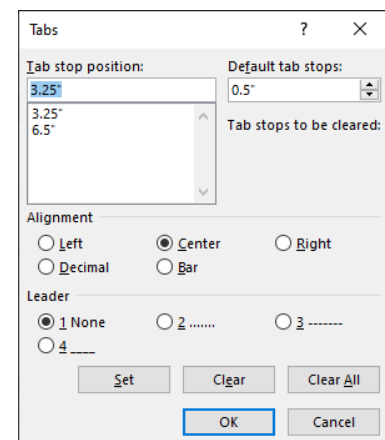
1. Select the paragraph or paragraphs for which tab setting are being set. Or, position the insertion point where you want the tab settings to begin.
2. Click the alignment button on the far left of the ruler until the desired alignment symbol appears.



3. Click on the ruler in the position where the tab stop should be.

To delete a tab from the ruler, simply click on the tab alignment symbol and drag it from the ruler.

To use the Tab Dialog Box, position the insertion point where you want the tab settings to begin. Click the DropArrow in the Paragraph section of the Home or Layout Menu and choose the Tabs button. Using decimal numbers, type the position of the tab stop you want to set in the Tab Stop Position box. Set the alignment of the tab stop and the tab leader setting if necessary.



Note: If the alignment of a tab stop must be changed, or a leader tab is desired, the Tab dialog box must be used.