






Setting Tabs

Tabs allow you to position text exactly where you would like it. To avoid problems with text alignment, use tabs rather than spaces. The default tab settings for Microsoft Word are every half-inch. If you do not like the Word settings, you can set your own tabs.

Tab Types

Tabs come in different types that are defined by the way text aligns with the tab. The following table explains the different tab types.

Tab Type	Windows Icon	Purpose
Left (Normal)		With the <i>Left</i> tab, text will begin at the tab position and continue to the right of the tab.
Right		With the <i>Right</i> tab, text will end at the tab and flow to the left.
Center		The <i>Center</i> tab works similar to centering a line of text but instead of centering between margins, text is centered at the tab location.
Decimal		The <i>Decimal</i> tab is used to align numbers and text with a period. This is useful for a group of numbers or a list of instructions.
Bar		The <i>Bar</i> tab is used to add a vertical line at that position. This could be used when you want to set off some text.

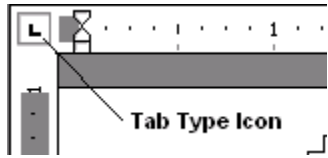
Setting a tab does not automatically align your text. You still have to press **[Tab]** at the appropriate places.

Working with Tabs from the Ruler

Working with tabs using the *Ruler* option is a quick and easy way to set and adjust tabs. The *Ruler* options allow you to set, move, delete, or change tabs.

Working with Tabs from the Ruler: Setting Tabs

1. Select the paragraph(s) that will receive new tab settings
 2. Click the **TAB TYPE** icon until the desired tab type is selected
- NOTE: For definitions of the different tab types, refer to Tab Types.



3. On the *Ruler*, click where you want the tab
- NOTE: Be sure to click below any numbers or dash marks.

Working with Tabs from the Ruler: Moving Tabs

1. On the *Ruler*, click and hold the tab you want to move
2. Drag the tab to the new location and release the mouse button

Working with Tabs from the Ruler: Deleting Tabs

1. Click and hold the tab you want to delete
2. Drag the tab into the document area of the screen and release the mouse button

Working with Tabs from the Ruler: Changing Tab Type

To change the tab type, you can both delete the tab and add a new tab of the correct type or you can use the Tabs dialog box.


Working with Tabs from the Tabs Dialog Box

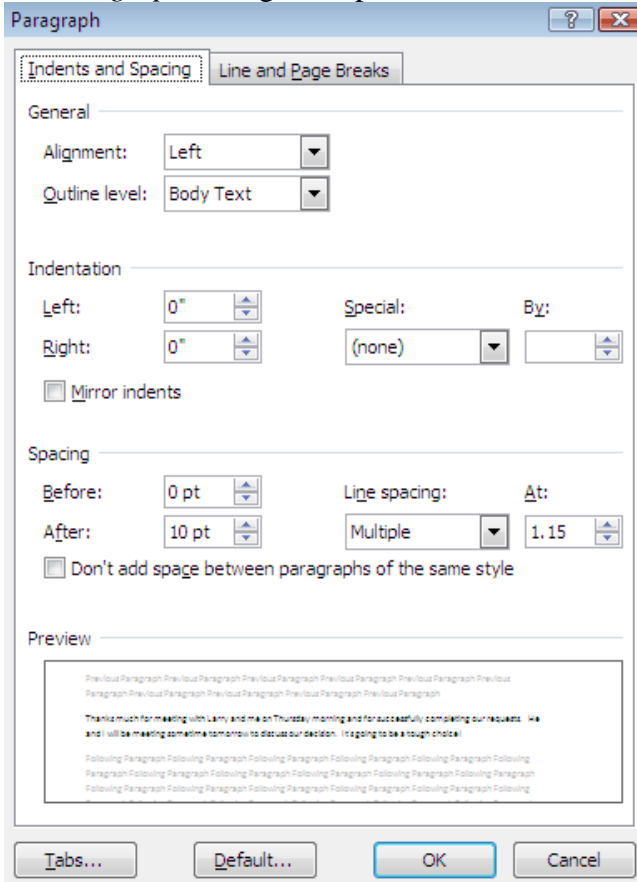
The *Tabs* dialog box allows you to adjust the placement and type of tab. Although the *Ruler* option is a quicker way to adjust tabs, the dialog box allows you to use leaders and enter specific tab locations.

In the *Tabs* dialog box, you can set leaders for the tabs. Leaders are lines (solid, dashed, or dotted) that appear in the blank space created by a tab. The most common use for a leader is in a table of contents where a dotted line leads up to the page number. Leaders guide the reader's eye across the page.

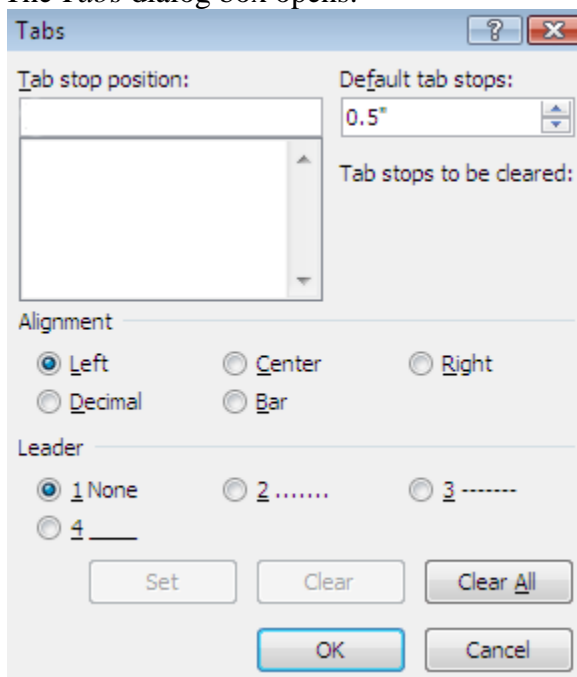
To access the Tabs dialog box

1. Select the paragraph(s) that will receive new tab settings

- From the *Home* tab, in the *Paragraph* group, click **PARAGRAPH**  the *Paragraph* dialog box opens.



- Click **TABS...**
The *Tabs* dialog box opens.



Working with Tabs from the Tabs Dialog Box: Setting Tabs

1. Access the Tabs dialog box
2. In the *Tab stop position* text box, type the desired value (in inches)
3. Adjust the tab alignment and leader if necessary
4. Click **SET**
5. To set additional tabs, repeat steps 2-4
6. After all tabs have been set, click **OK**

Working with Tabs from the Tabs Dialog Box: Moving Tabs

Moving tabs in the *Tabs* dialog box involves adding a new tab and deleting the old one.

1. Access the Tabs dialog box
2. In the *Tab stop position* scroll box, select the desired tab
3. Click **CLEAR**
4. In the *Tab stop position* text box, type the new tab location
5. Adjust the tab alignment and leader if necessary
6. Click **SET**
7. Click **OK**

Working with Tabs from the Tabs Dialog Box: Deleting Tabs

1. Place the insertion point within the paragraph with the tab settings you want to delete
2. Access the Tabs dialog box
3. From the *Tab stop position* scroll box, select the tab to be deleted
4. Click **CLEAR**
HINT: To delete all tabs, click **CLEAR ALL**
5. To delete other tabs, repeat steps 3-4
6. Click **OK**

Working with Tabs from the Tabs Dialog Box: Changing Tab Type

1. Select the desired paragraph(s) whose tab settings you want to change
2. Access the Tabs dialog box
3. From the *Tab stop position* scroll box, select the tab to be changed
4. Under *Alignment*, select the new tab type
NOTE: Depending on the text alignment, the tab position may need to be adjusted. For more information, refer to Moving Tabs.
5. Click **SET**
6. To change other tabs, repeat steps 3-5
7. Click **OK**