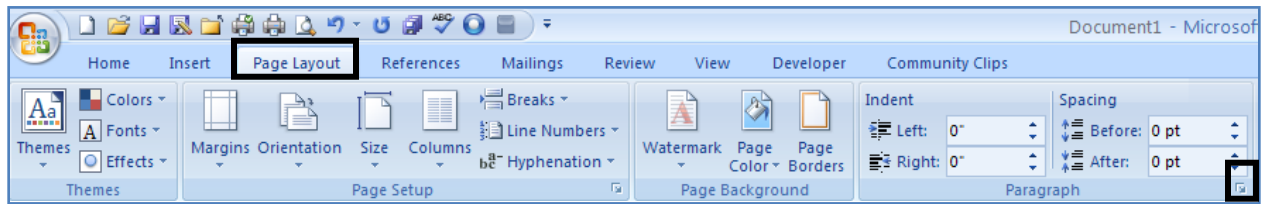


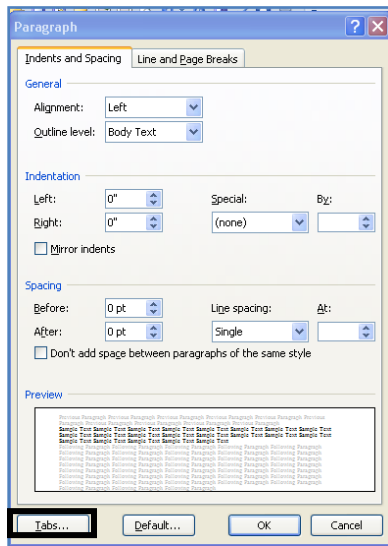
M/S Office Tip #9 - Setting Custom Tabs in Word

To create custom tabs in Word, from the Ribbon:

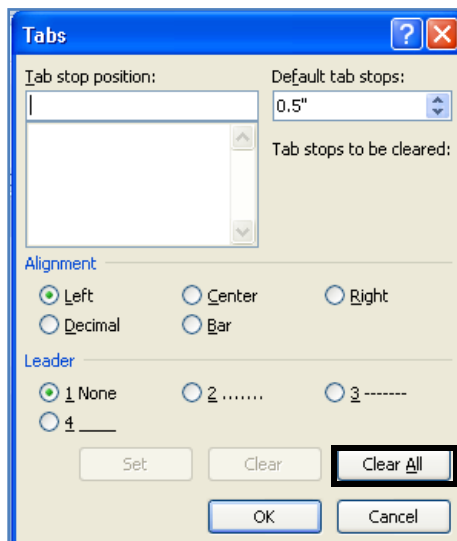
1. Select the Page Layout Tab and then the Paragraph Group dialog box launcher icon -



2. In the Paragraph Dialog Box select the Tabs button -

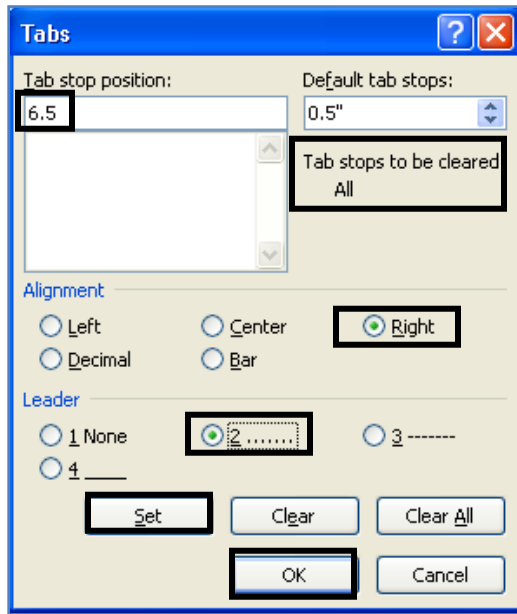


3. In the Tabs Dialog Box select the Clear All button to remove the default five-space tab grid -

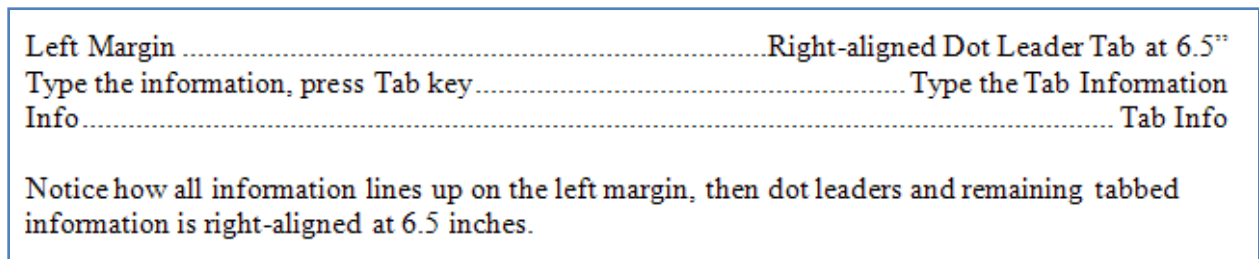


4. In the Tabs Dialog Box:
 - a. Type the Tab Stop Position of the tab (in inches if that is what your default is)
 - b. Select the alignment tab option
 - c. Select the leader option, if desired
 - d. Select the Set button
 - e. Select the OK button

In the example below, a right-aligned dot-leader tab was set at 6.5 inches (also please note on this screen shot that the default tab stops have been cleared) –



5. This is an example of what the above would look like -



Tabs can be set anywhere on your document and different tab sets can be set in multiple places within a single document – just remember to clear all the previous tab settings before applying new tab settings.

NOTE: Tab settings begin at the place in your document you set them. They will not affect any tab settings located above that placement.