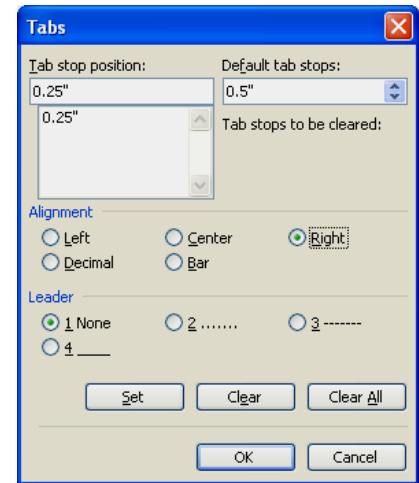


## Tab Settings






A tab is used to control the vertical spacing for certain items in the text. A Tab Stop is the location on a line of text where, when a Tab key is pressed, the insertion point is moved. When using a Tab, it isn't necessary to press the Spacebar. It also helps with the alignment of text when printing. Inserting spaces, when using proportional type, can sometimes print the text in a document with uneven margins. Using Tabs can help to prevent this from happening. Tab stops may be set using the ruler or the Tabs dialog box. Illustrated and described below are the different options that are available in the Tabs dialog box.

### Tabs Dialog Box

- ✦ Do one of the following:
  - ✦ Open the document that the **Tab Settings** are to be applied to.
  - ✦ Create a new document.
- ✦ Do one of the following:
  - ✦ Select the information that is to be formatted.
  - ✦ Set the tabs before inputting the information.
- ✦ To create the Tabs, select **Format** on the **Menu Bar**.
- ✦ Select **Tabs** from the list of choices.
- ✦ The **Tabs** dialog box will display (see illustration at right).



### Tabs Dialog Box Options

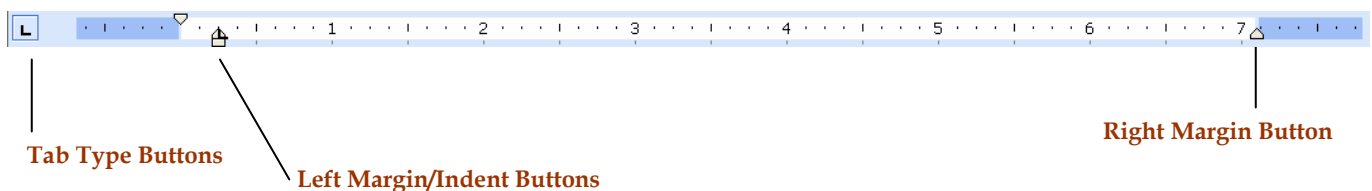
<i>Option</i>	<i>Description</i>
<b>Tab stop position</b>	This option enables the user to enter individual measurement values, such as 1-inch.
<b>Set</b>	After a value has been entered, press <b>Set</b> to add the value to the list of tab settings.
<b>Clear</b>	If a tab stop needs to be cleared, select the value from the list and click the <b>Clear</b> button.
<b>Clear All</b>	To clear the entire tab list, click <b>Clear All</b> .
<b>Default tab stops</b>	To set the tabs every 0.5-inch in the document or for the selected text, click this option. Click the scrolling arrows to specify the default tab.
<b>Alignment</b>	
<b>Left</b> 	This option left-aligns text at the tab stops (default).
<b>Center</b> 	Click the Center option button to center align the text at the tab stop.
<b>Right</b> 	To right-align the text at the tab stop, click this option button.
<b>Decimal</b> 	To align number at the decimal point, click this option button. This will align lists of numbers so the decimal points align with each other.
<b>Bar</b> 	When this option button is clicked, a vertical bar will be inserted at the tab stop.

<i>Option</i>	<i>Description</i>
<b>Leader</b>	
A leader is a character that Word uses in a tab's blank area. It provides a path for the eye to follow across the page when a tab stop is applied to the text.	
<b>None</b>	This option will remove leader characters (default) .
<b>Dot Leader (.....)</b>	To display a series of periods inside the tabs, select this option.
<b>Hyphen (-----)</b>	To display a series of hyphens inside the tabs, select this option.
<b>Underline (_____)</b>	Select this option to display a series of underlines inside the tabs.

- ✦ Click the **Clear All** button to remove all preformatted tabs.
- ✦ In the **Tab stop position** box input the number for the position of the tab. An example of this would be the number **two (2)**.
- ✦ Click one of the option buttons under **Alignment** to specify which type of tab is being set.
- ✦ Click the **Set** button to set the first tab stop.
- ✦ The number that you input will appear in the Tab stop list box.
- ✦ Click in the **Tab stop position** box again and input another number, such as **four (4)** to set another tab.
- ✦ Once again, choose the alignment type. If the **Alignment** is not specified, it will default to the previous one that was set
- ✦ Click the **Set** button again to set this tab.
- ✦ To set a **Leader** for a tab, select the proper option in the **Leader** section of the dialog box.
- ✦ **Leaders** cannot be set for the **Left** and **Bar** tab options.
- ✦ Once the tabs have been set, click the **OK** button to exit the dialog box.

### Ruler Bar

The Ruler Bar (shown below) displays the Tab settings, indents, and margins. It can be used to change margins, tabs, and indents. Clicking with the left mouse button at the location on the Ruler Bar where the Tab is to be set, sets tabs. The gray buttons on each end of the Ruler Bar are used to change margins and indents.



To move the buttons, click and drag with the left mouse button.

- ✦ Changes to paragraphs can be made by clicking within the paragraph. It is not necessary to click at the beginning of the paragraph.
- ✦ To make changes to a portion of the text, select the text.
- ✦ The **Left Margin** can be changed by clicking and dragging the bottom **rectangle** shape on the left side of the **Ruler Bar**.
- ✦ The **Right Margin** can be changed by clicking and dragging the **triangle** shaped button on the right side of the **Ruler Bar**.
- ✦ A **Hanging Indent** can be set by clicking and dragging the **top triangle** shape on the left side of the **Ruler Bar**. A Hanging Indent is when the first line of text starts at the left margin and the rest of the lines are indented.

- ✦ A **First Line Indent** can be set by clicking and dragging the **bottom triangle** on the left side of the **Ruler Bar**.
- ✦ The table below describes each of the options in the Ruler Bar.

<b>Button</b>	<b>Used to</b>
<b>Tab Type Buttons</b>	Set different types of tabs on the Ruler Bar. This is a toggle button that changes to Left Tab (default), Center Tab, Right Tab, Decimal Tab, Bar Tab, First Line Indent, and Hanging Indent.
<b>Margin Buttons</b>	Set the margins on the left and right side of the document. On the left side, the bottom rectangular box is used to set the left margin.
<b>Indent Button</b>	Set the indents for a paragraph. The bottom triangle sets the Hanging Indent (first line at left margin, rest of lines indented), and the top triangle shape sets the First Line Indent (first line indented, the rest of lines at left margin).

- ✦ The **Tab Stops** can be changed by clicking and dragging the **Tab Stops**. These are the black symbols on the **Ruler Bar**.
- ✦ To change the type of tab stop, click the **Tab Type Button**. This is a toggle button that scrolls through the different tab stops. Continue to click the button until you locate the desired type of **Tab Stop**.