

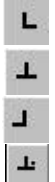
SETTING TABS

Setting tabs is another way to align and indent text in a text frame. By default, tabs are set every one-half inch. Every time the tab key is pressed, the text is offset from the left margin of the text frame by one tab stop. Setting tabs is done by clicking the horizontal ruler to place a particular tab type at the point on the ruler. There are four basic tab types.

Setting Tabs Using the Ruler Bar

These tabs are selected by clicking the **Tab Selector**. The Tab Selector is located where the two rulers join in the upper left corner of the screen. The tab types are listed below. The type of tab stop is illustrated at the right.

- **Left Tab** - Aligns the beginning of the text line at the tab stop. This is the default tab stop for all documents.
- **Center Tab** - Centers the text line at the tab stop.
- **Right Tab** - Right justifies the text line at the tab stop.
- **Decimal Tab** - Lines up numerical elements at their decimal points.



Setting a series of tabs on the Ruler makes it possible to line up text in columns in a text box frame. Each tab stop indicates the start of a column in a text frame. To set a tab on the ruler bar, complete the steps below:

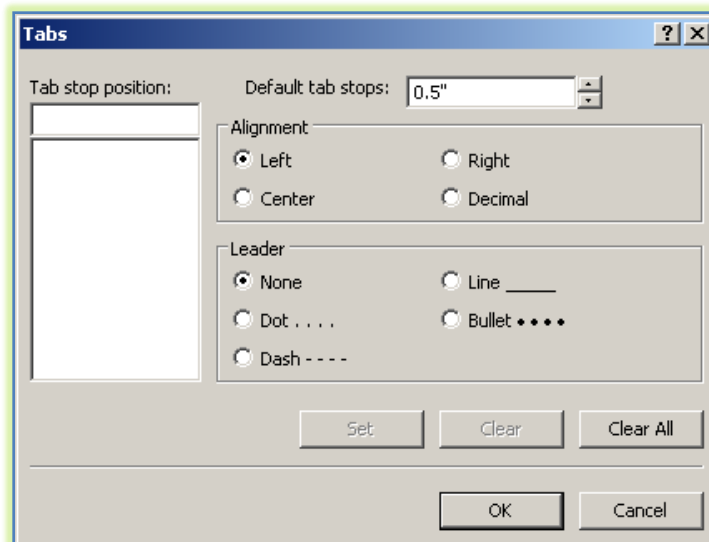
❖ Click the **Tab selector** to select the type of tab that is to be placed.



- ❖ This is a toggle button that cycles through each type of tab as the button is clicked (see illustration above).
- ❖ Click the horizontal ruler at the position where the new tab is to be placed.
- ❖ Repeat the steps above to place other tabs on the ruler.
- ❖ Press the **Tab** key on the keyboard.
- ❖ Type the text that is to be aligned at the tab stop.
- ❖ Continue to press the **Tab** key to align text at the other tab stops.

Setting Tabs Using the Tabs Dialog Box

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Select **Tabs** from the list of options.
- ❖ The **Tabs** dialog box will display (see illustration below).



- ❖ Input the position for the tab in the **Tab Stop Position** box.
- ❖ To set the tab, click the **Set** button.
- ❖ Click the type of tab stop under **Alignment**.
- ❖ Choose the type of leader to have for the tab stop under **Leader**. A leader is a series of dots or other marks that draw a line between the item in the Table of Contents and the page number.
- ❖ To clear all the tab stops in the text box frame, click the **Clear All** button.
- ❖ To clear just a select tab from the **Tab stop position** list, click the **Clear** button.
- ❖ When all the tabs have been set, click the **OK** button.