

TABS

Setting Tabs

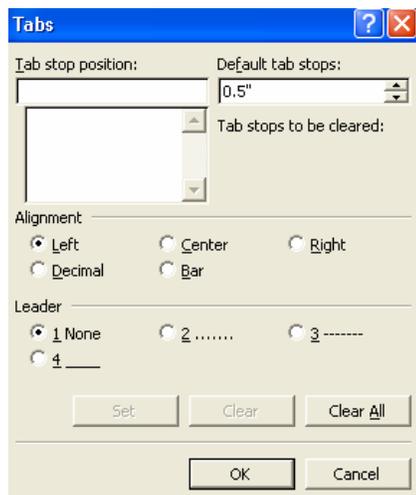
You can set tabs using either the ruler or the tabs dialog box.

Note: If you are creating columns that may contain a great deal of text and you want to allow for wrap-around when the text is longer than the space allocated, create a table.

In Word, you set up tab stops for each paragraph, not for each line; in other words, every line in a paragraph must have identical tab stops, thus when working with tabs it's much easier to plan on having just one line per paragraph and one paragraph per line (remember a paragraph is defined by a manual enter). **Also, remember that all paragraph formatting is stored in the paragraph mark – this includes the tab stops. Copy or move a paragraph mark and the tab stops go with it.**

You have much better control setting tabs using the Tabs dialog box.

Select Format → Tabs



1. Type the tab stop position – (do not press enter if you have more than one tab to set or you want to modify the Alignment and/or Leader settings).
2. If setting more than one tab – press the Set button after each tab stop set.
3. Select the Alignment (Left is default).
4. Select a Leader (None is default).
5. Press Set.

Note: The Bar tab type creates a vertical rule – this setting is not very attractive – if you need a vertical line use tables or borders.

Word default for tabs is one tab each half-inch. When you set a tab all tabs to the left of the first tab you set are cleared. If you set custom tabs in a paragraph and then press Enter the new paragraph inherits the same tab stops. To restore a paragraph to the default (left-aligned tab stops every half inch), select the paragraph, bring up the Styles and Formatting task pane, and click the original style's name. (Normal probably)

Using Tabs to Create a User-Input Form

Last Name _____ First Name _____
Address _____
City _____ State _____ Zip _____

1. Type the text, including tab characters
2. Position the insertion point inside the first paragraph, and choose Format, Tabs. Set two tab stops – a left-aligned tab at 3 inches, with underscore leader (type 4); and a right-aligned tab at 6 inches with underscore leader.
3. Position the insertion point inside the second paragraph, and set a right-aligned tab at 6 inches, with underscore leader.
4. Position the insertion point in the third paragraph, and set three tabs: left-aligned at 3 inches, left-aligned at 4.5 inches, and right-aligned at 6 inches, all with underscore leader.