

Word 2004

for Macintosh OS X

Tabs & Text Alignment



Setting Tabs

Word provides the following five types of tabs:

- **Left Tabs** After you enter a Left Tab, additional text begins at the tab stop and continues to its right.
- **Right Tabs** After you enter a Right Tab, additional text begins at the tab stop and continues to its left. The more text you enter, the closer to the left margin the text moves.
- **Center Tabs** After you enter a Center Tab, additional text moves to the left and right, remaining centered on the location where the tab stop appears.
- **Decimal Tabs** After you enter a Decimal Tab, rows of numbers that you enter all align on the decimal point, regardless of how many integer and decimal places they contain.
- **Bar Tabs** Used to draw a vertical line extending through horizontal lines of text.



Word places a default tab stop at every 0.5" on the Ruler. There are two methods you can use to place them in other locations besides the default setting:

- The Ruler (quickest way to get the job done).
- The Tabs dialog box (offers more precision and enables you to use advanced features like tab leaders).

Creating Tabs with the Ruler

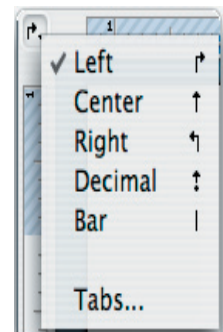
To set a tab with the Ruler:

- Click the tab marker to the left of the Ruler



By default, this marker is set to create a left tab. If you do not want a left tab, click on the down arrow to the right of the Tab Marker button to display the tab you want. The icons change in the following order: center tab, then right tab, then decimal tab, then bar tab.

- After you've selected the desired tab, click on the Ruler where you want the tab to be set



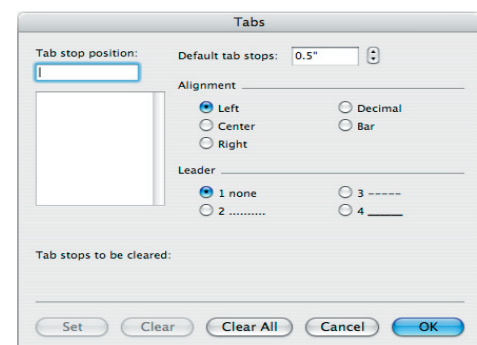
After you place a tab on the Ruler, you can move it by dragging it to the left or right. In the paragraphs you've selected, any text affected by the tab moves to the left or right as well.

Creating Tabs Using the Tabs Dialog Box

To view the Tab dialog box, choose Format>Tabs. Or, if you're already working with paragraph formats, you can click the **Tabs** button at the bottom of the Paragraph dialog box.

In addition to the five tab types, each tab (with the exception of the Bar tab) can include a leader character before the tab.

If you have manually set any tabs that apply to the currently selected paragraph(s), these will appear in the "Tab stop position" text box.



To set a new tab:

- Enter the location where you want the tab to appear in the “Tab stop position” text box
- In the Alignment area, choose the type of tab you want: Left, Center, Right, Decimal, or Bar.
- Click the **Set** button

- Click the **OK** button

Changing Default Tab Stops

You might want to change the default tab stop locations. For example, your document’s design might call for indents and tabs at 0.75” increments. To change the default tab stops:

- Choose Format> Tabs
- Enter a new value in the “Default tab stops” scroll box
- Click the **OK** button

Removing Tabs

To clear all tab settings in a specific part of your document:

- Select the text or the entire document
- Choose Format> Tabs
- Click the **Clear All** button

- Click the **OK** button

Use the following two steps to clear a specific tab setting:

- Select all the paragraphs that contain the tab setting that you want to clear
- Drag the tab setting beneath the Ruler, so it disappears

Unfortunately, Word doesn’t provide an easy way to know where a tab setting begins and ends in your document. As a result, you may find eliminating tab settings to be a trial-and-error process. Here are some tips that will help:

- If all the text you’ve selected contains the tab setting, the tab setting appears in solid black on your ruler.
- If some of the text you’ve selected contains the tab setting, the tab setting appears in gray on your ruler. Dragging the tab setting off the ruler will delete it for those paragraphs you’ve selected.
- If you’ve selected a large number of paragraphs that start before you applied the tab setting and end after the tab setting is no longer present, you won’t see the tab setting on your ruler - even though it is still present in some of the paragraphs you’ve selected.

Text Alignment

Word offers four types of text alignment: Align Left, Align Center, Align Right, and Justify.

Align Left, Word’s default setting, starts every line at the left margin, but doesn’t reach all the way to the right margin (except on very rare occasions when the word fits precisely without tweaking). When a word is too long to be squeezed onto the first line, Word moves it onto the next line, leaving the previous line unfinished. Align Left is sometimes called flush left or ragged right.

Align Right works the opposite way; it squeezes all the text towards the right margin. Center usually leaves room at both

margins when it moves to the next line. Justify stretches text from the left to the right margin edges, so that both edges have a clean, flush line.

To change the text alignment:

- Position the insertion point where you want the alignment to take effect, or select the block of text you want to align
- Click on the appropriate horizontal text alignment button on the Formatting Palette

