

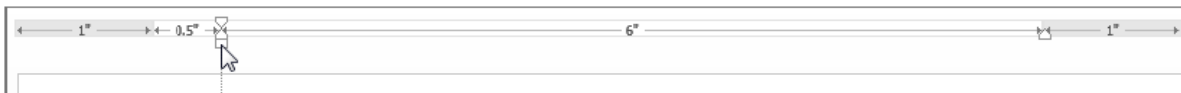
# Microsoft Word

## Setting indents using the ruler

To use the ruler to modify text indents, drag the indent markers on the ruler. The Indent marker on the left, which looks like an hourglass, has three indents. The top triangle sets a first line indent, the bottom triangle sets a hanging indent, and the box at the bottom sets a left indent. The indent marker on the right changes the right indent only.



**TIP** When dragging indent marks on the ruler, you can display your preferred unit of measure, such as inches or centimeters, instead of tick marks. To do so, hold down the Alt key and then drag an indent marker.



**TIP** To change the unit of measure on the ruler to your preferred setting, click the File tab to display the Backstage view and then click Options. On the Advanced page, in the Display section, from the Show Measurement In Units Of list, select Inches, Centimeters, Millimeters, Points, or Picas.

When a paragraph is indented, the indent markers on the ruler will reflect the indent type and size of the indent for the current paragraph.



## TABS

There are three tabs for aligning text: left, center, and right. Similar to the text alignment commands, the tabs align text within the columns to the specified type. For example, a center tab will align each item in a column at the center of the tab stop. The manual tab used specifically for numbers is a decimal tab. This tab type aligns numbers to the decimal point position, and the numbers in a table will align to a decimal tab without being preceded by a tab character.

**TIP** Decimal tabs are preferred over right tabs when aligning numbers, because this setting aligns numbers according to the position of the decimal, or period, even if you're not using decimals. You can also use a decimal tab to align any type of data that contains a period or full stop.

To select a manual tab type, click the tab selector, located at the intersection of the vertical and horizontal ruler. Each time you click the tab selector, you cycle through the different types of tabs. Then, to set a tab, click the ruler at the location where you want the tab to be set. To remove a tab, drag it up or down off the ruler.



**TIP** The first line and hanging indent markers are also available when you cycle through the tab selector, and you can set those like you do manual tabs. Another tab type is the vertical bar. This tab doesn't position data. Instead, it inserts a vertical bar at the manual tab stop position. To determine the type of tab or indent that's displayed in the tab selector or on the ruler, point to the tab and view the ScreenTip.

Source:

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