Using tabs in InDesign
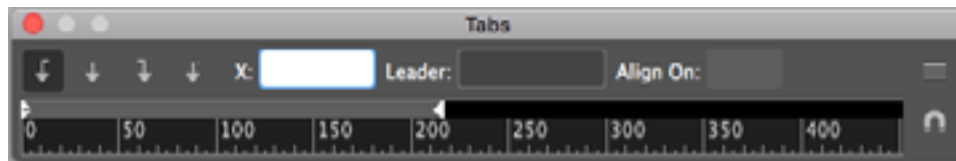
Locate the tabs palette
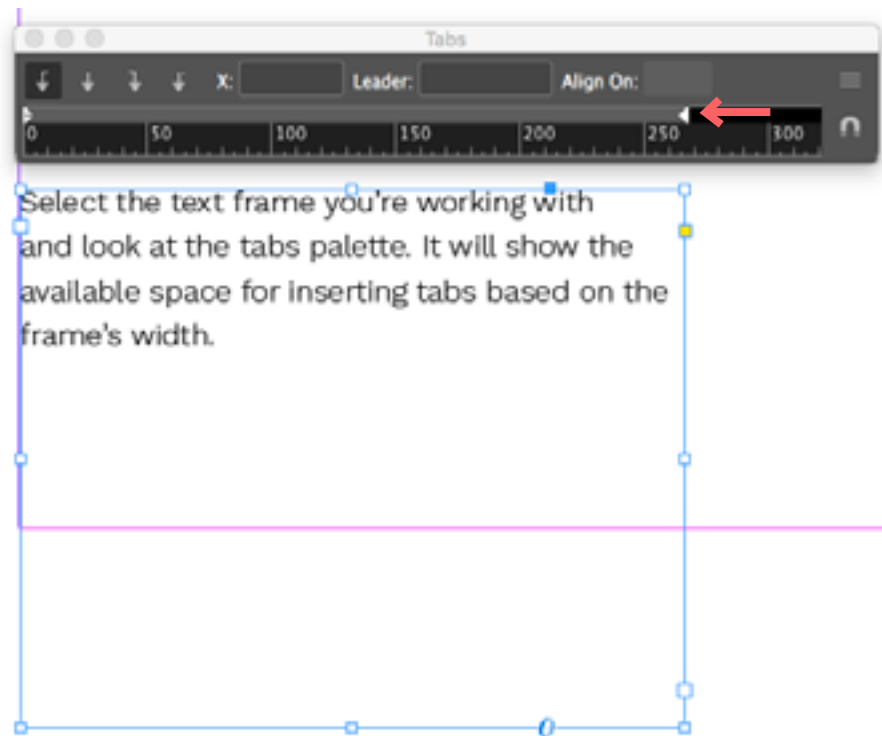
In the top menu, **Type** > **Tabs**

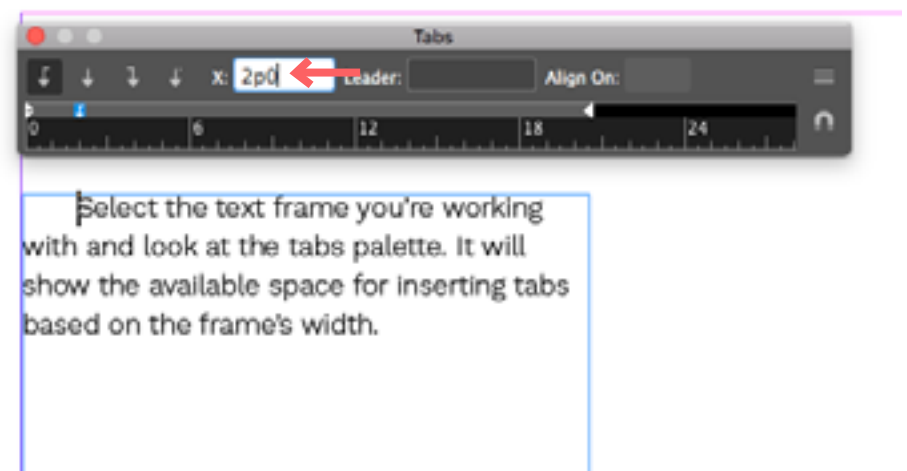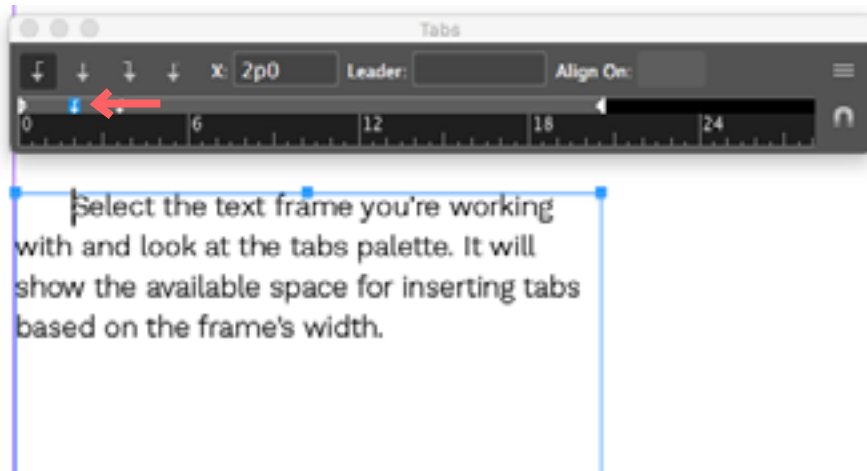You should see a window that looks like this:

Select the text frame you're working with and look at the tabs palette. It will show the available space for inserting tabs based on the frame's width.
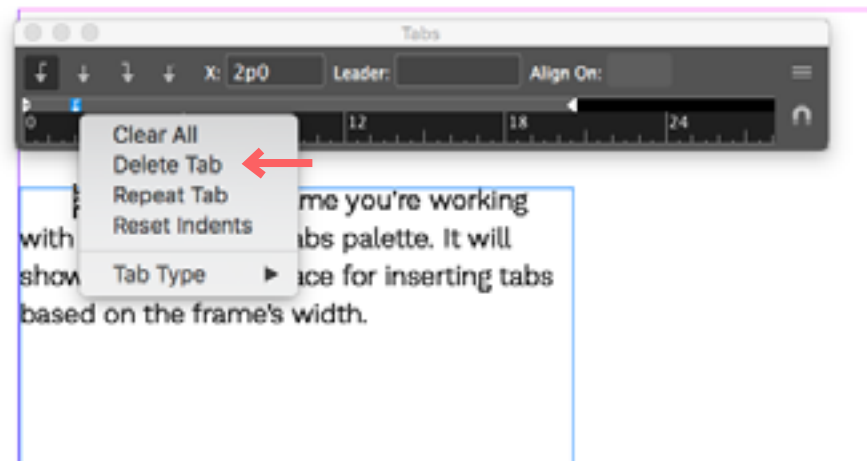
To place a tab, click the desired distance on the ruler. If you want to change the position, you can click and drag the small arrow, or change the numerical value in the X: input area.

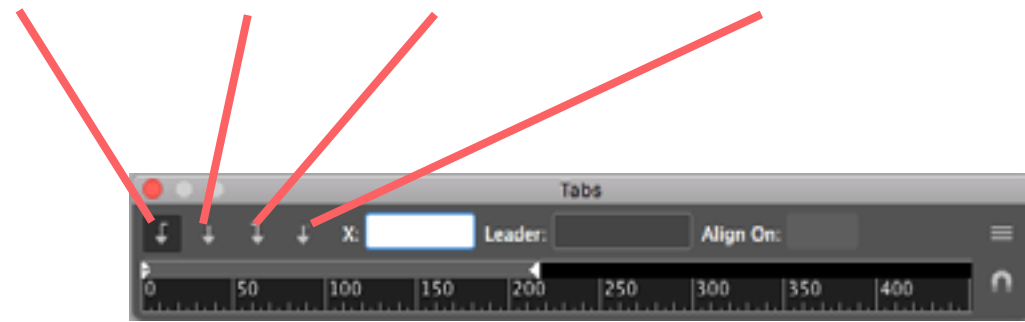(Your tab won't show up unless you've put a "tab" character at the beginning of your text).

To delete a tab, right click on the small bent arrow and choose **Delete Tab**
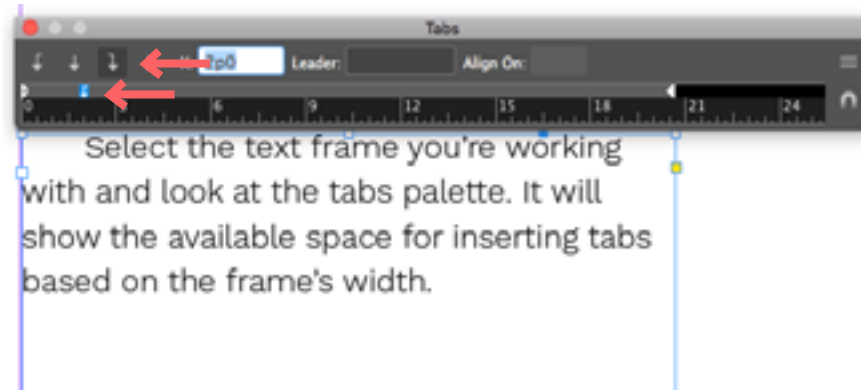
There are four options to choose from

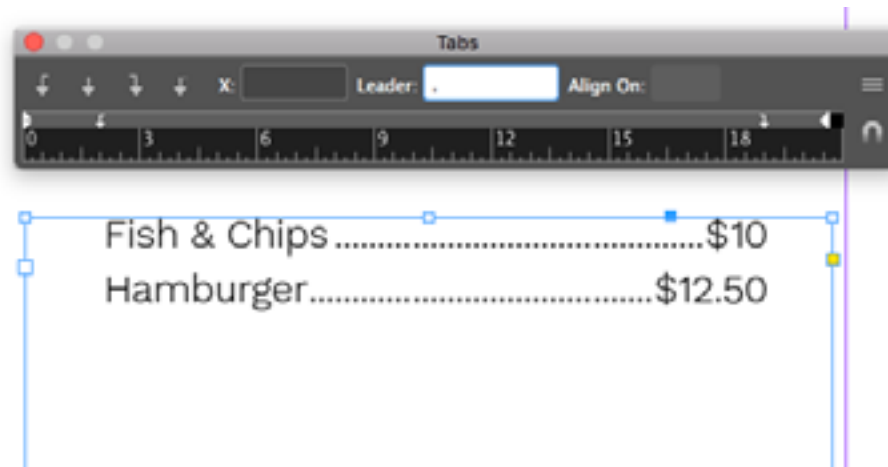| Left justified	Center justified	Right justified	Align to decimal (or other character)
1.23	1.23	1.23	1.23
123.45	123.45	123.45	123.45

You can change the type of tab by clicking on it in the ruler to highlight it, and then clicking on a different type of tab.
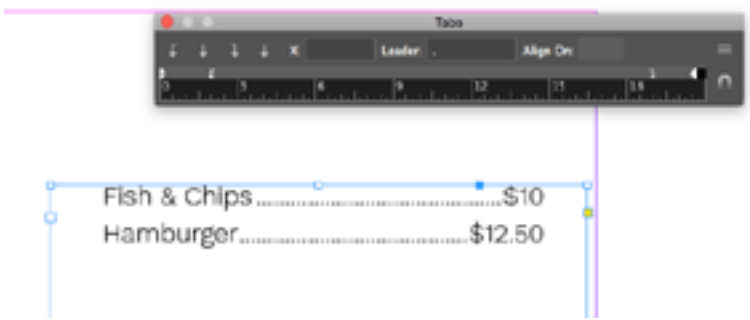
Leader field

Defining a character which will precede the content from a tab. For something like the example below you can use this instead of adding and subtracting dots if the text changes.
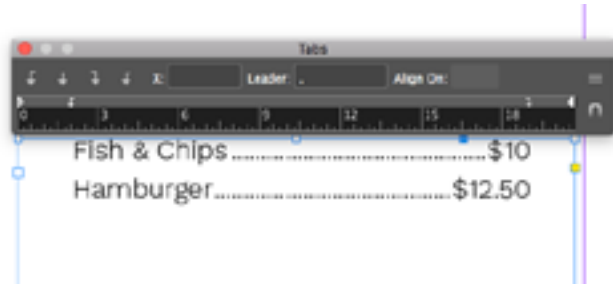
Magnet Icon

The magnet icon aligns the palette to the top of the text box you're working in.
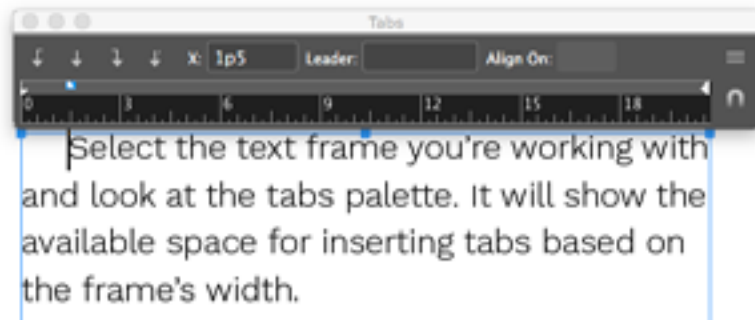
Before

After

Fish & Chips..................................$10
Hamburger.............................$12.50

Fish & Chips..................................$10
Hamburger.............................$12.50

Indenting Paragraphs

You can also indent paragraphs. To indent just the first line of a paragraph, select only the top small triangle. To indent the entire left margin, select both, or just the bottom.

Just the first line

Entire left margin