

# Formatting: Tabs

All classes

1

# Agenda

2

# Motivation

- Indent text
- Formatting
- Layout
- visually separate paragraphs

3

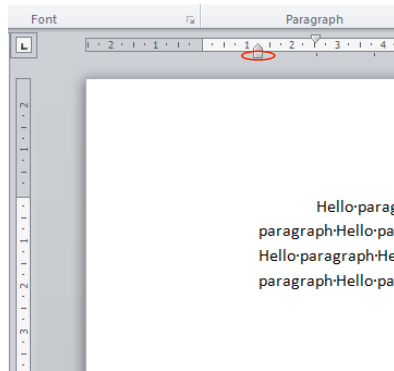
# Indent Text

- three types of tab configuration
  - all with the ruler
- 1. Left indent (the whole paragraph)
- 2. First Line Indent (only first line)
- 3. Hanging Indent (all except first line)

4

## Tab: Left Indent

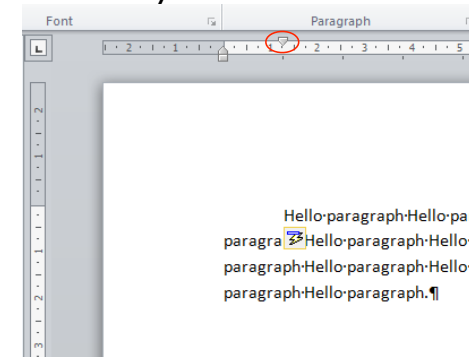
- move the whole paragraph
  - effects “first line indent” and “hanging indent”



5

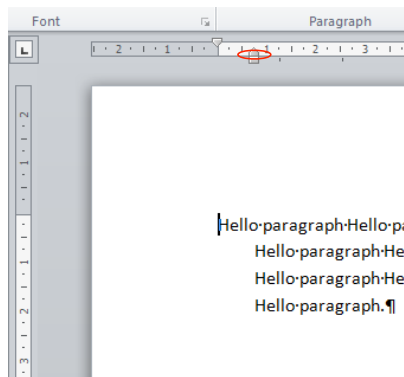
## Tab: First Line Indent

- Indent only the first line



## Tab: Hanging Indent

- Move all lines except the first



7

## Exercises

This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.  
This-is-o'n-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.¶

This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-  
of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.¶

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line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-o¶

[illegible]

This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.This-  
is-on-line-of-text.This-is-on-line-of-text.This-is-on-line-of-text.¶

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text.This-is-on-line-of-text.This-is-on-line-of-text.¶