



Higham and Rushden¹

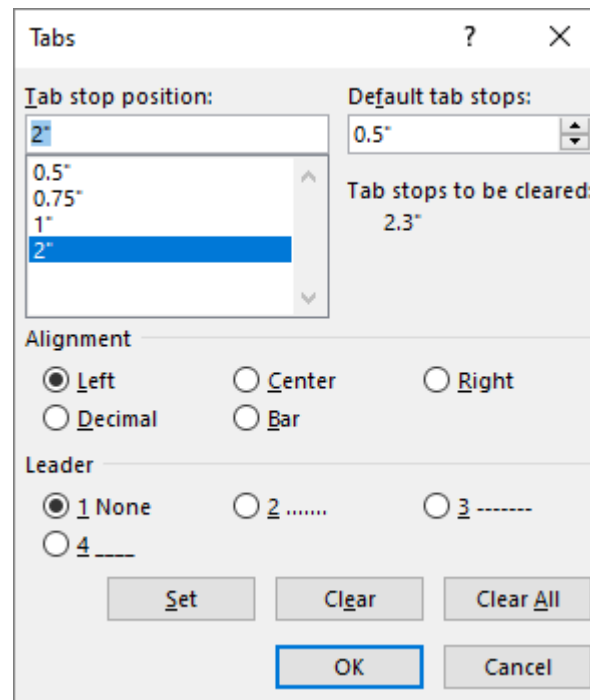
Registered Charity Number 1164952

USING TABS, RULER & INDENTING IN WORD

INSERT OR ADD TAB STOPS

To set a tab stop

1. Go to **Home** and select the small down arrow at the bottom right of the Paragraph section .
2. Select **Tabs**.
3. Type a measurement in the **Tab stop position** field.
4. Select an **Alignment**.
5. Select a **Leader** if you want one.
6. Select **Set**.
7. Select **OK**.



To clear a tab stop


To use the ruler to set and remove tab stops.

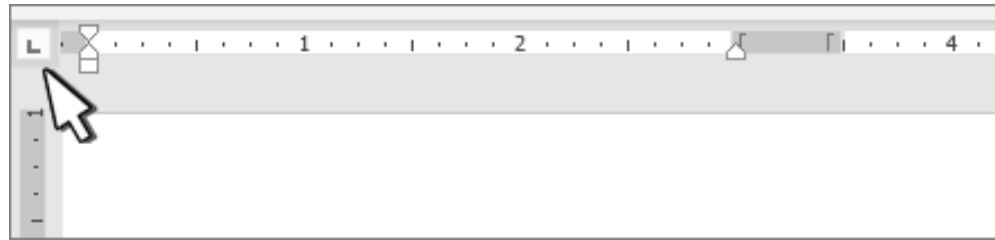
Turn on the ruler

If you don't see the ruler at the top of your document, go to **View** then **Ruler** to display it.








Set a tab stop using the ruler

Select **Left Tab**  at the left end of the horizontal ruler to change it to the type of tab you want.



Choose one of the following types:

- a **Left**  tab stop sets the left end of the text line. As you type, the text fills toward the right.
- a **Centre**  tab stop sets the position at the middle of the text line. As you type, the text centres on this position.
- a **Right**  tab stop sets the right end of the text line. As you type, the text fills toward the left.
- a **Decimal**  tab stop aligns numbers around a decimal point. Without regard to the number of digits, the decimal point remains in the same position..
- a **Bar**  tab stop doesn't position text. It inserts a vertical bar at the tab position. Unlike other tabs, the bar tab is added to the text as soon as you click the ruler. If you don't clear the bar tab stop before you print your document, the vertical line is printed.

Click or tap the bottom of the horizontal ruler where you want to set the tab stop.

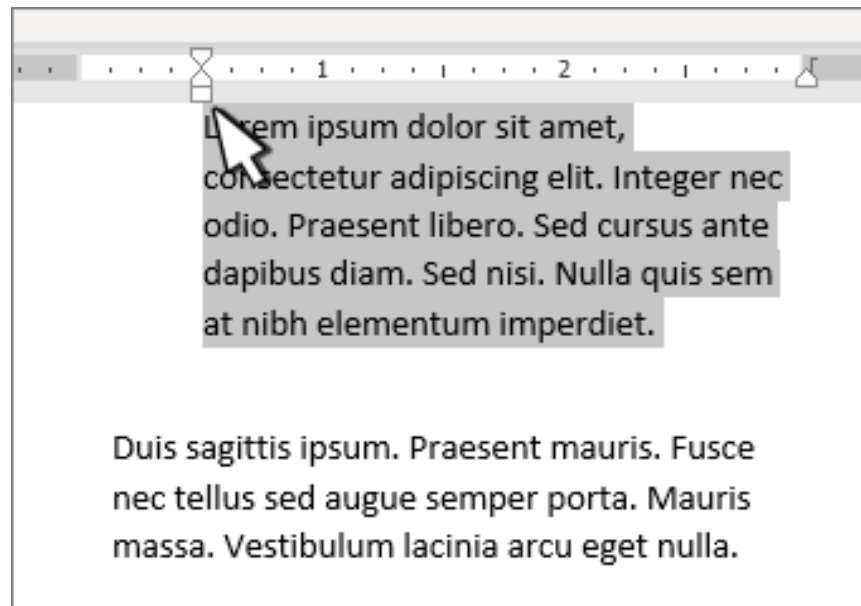
Clear a tab stop

Drag the tab stop down off the ruler to remove it.

Left indent

The **left indent** sets the position of the left side of a paragraph. When you move the left indent, your first line indent or hanging indent are moved in sync.

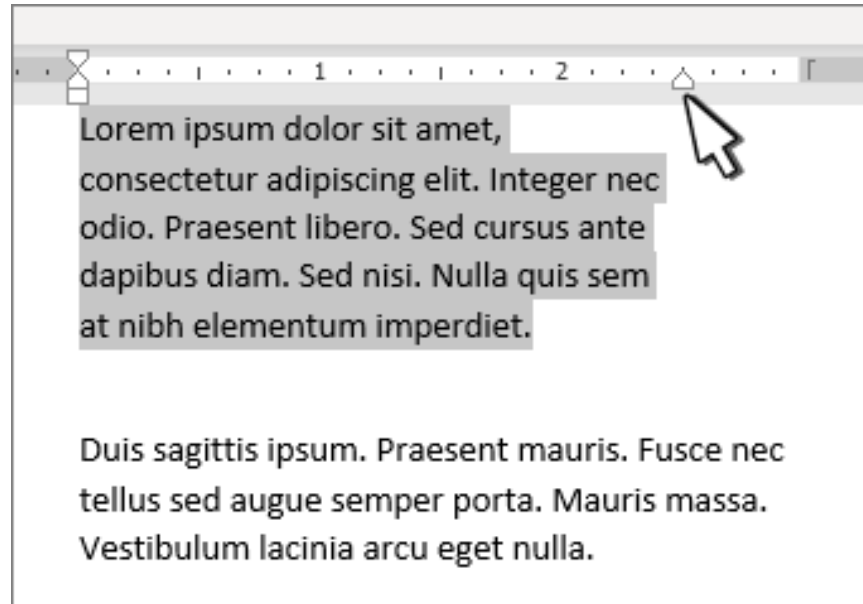
1. Select the text where you want to set the left indent.
2. On the ruler, drag the **square marker** on the lower left side of the ruler to the place you want the left edge of the paragraph.



Right indent

The **right indent** marker controls the position of the right side of a paragraph.

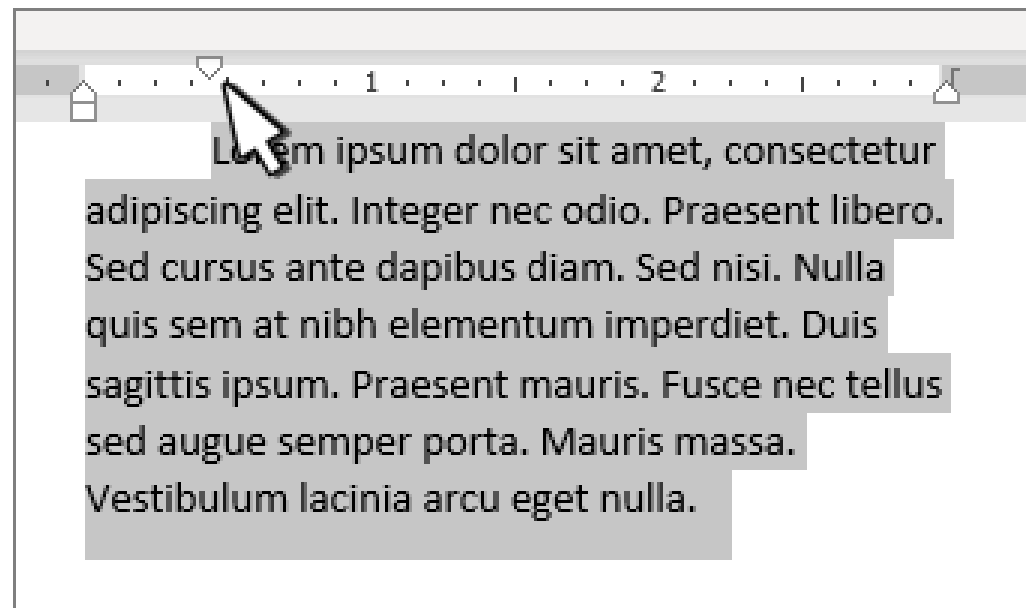
1. Select the text where you want to set the right indent.
2. On the ruler, drag the triangular marker on the lower right side of the ruler to the place you want the right edge of the paragraph.



First line indent

With a first line indent, the first line of a paragraph is indented, and the following lines of a paragraph are not.

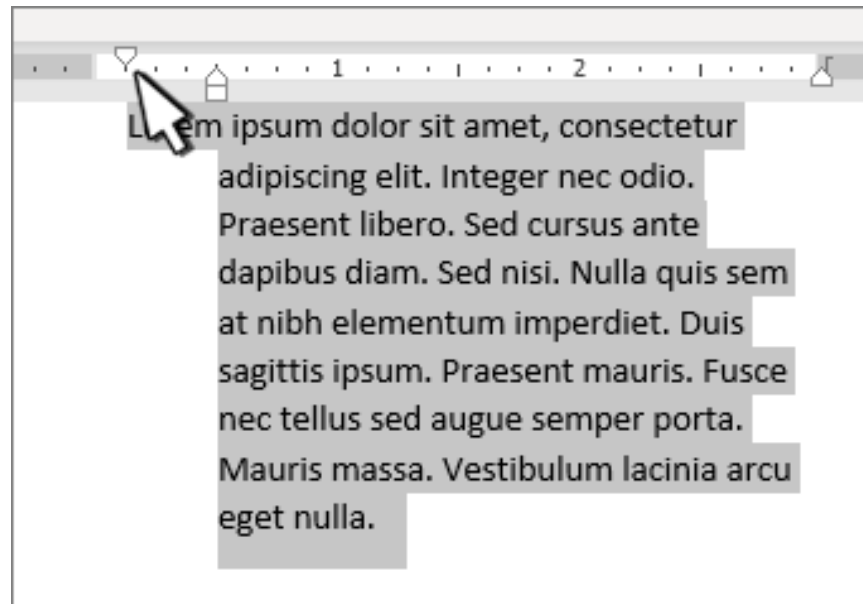
1. Select the text where you want to add a first line indent.
2. On the ruler, drag the triangular marker on the top left of the ruler to the place you want the indentation to start, for example to the 1" mark.



Hanging indent

With a **hanging indent**, the second and all the following lines of a paragraph are indented more than the first.

1. Select the text where you want to add a hanging indent.
2. On the ruler, drag the upper triangular part of the lower marker to the place you want the indentation to start, for example to the 1" mark.



THE END