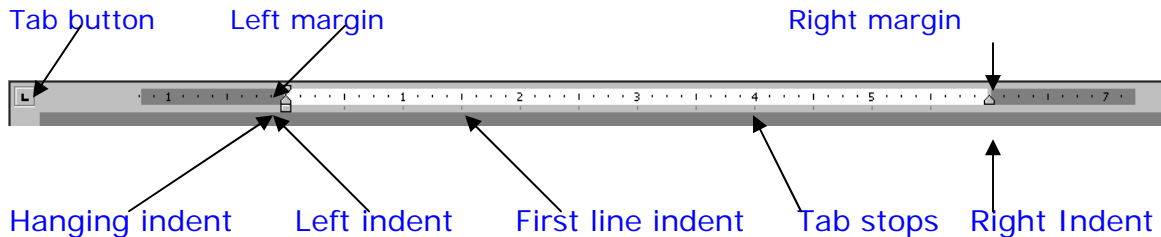


Setting Tabs and Indents

There are options available in dialogue boxes that you can use by pulling down the **Format** menu on the main menu and clicking on **Tabs**. However, using the *widgets* on the *ruler* may be easier. When you rest your cursor over these areas, their name appears.



<p>TAB BUTTON AND TAB STOPS</p>	<p>CLICK TO SELECT THE TYPE OF TAB YOU WANT TO ADD. THEN CLICK ON RULER TO ADD NEW TAB STOP. DRAG TO MOVE. DRAG OFF THE RULER TO REMOVE IT.</p>
<p>Left Margin And Right Margin</p>	<p>Aim cursor at border between the dark and light areas until cursor turns to a two-headed arrow. Click and drag.</p>
<p>Hanging Indent</p>	<p>To indent subsequent lines in current paragraph. Drag bottom triangle.</p>
<p>Left Indent</p>	<p>To indent left side of entire paragraph</p>
<p>First Line Indent</p>	<p>To indent only first line of selected paragraph</p>
<p>Right Indent</p>	<p>To indent right side of entire paragraph</p>