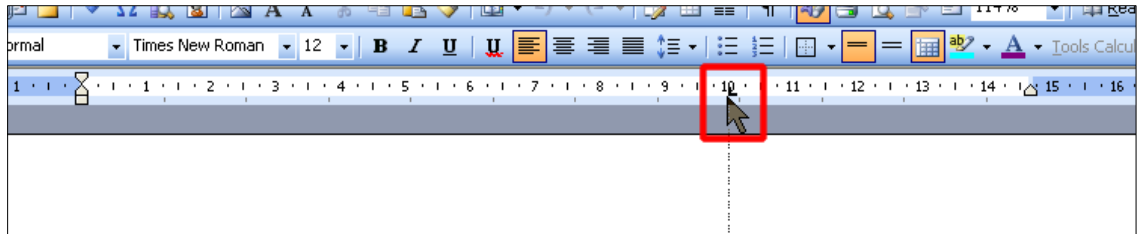


Using Tabs

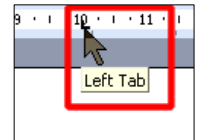
Tabs are useful when you want text lined up on sides of a line or making multiple columns (*alternative to Tables*)

To set a tab, first click just under the number on the ruler bar where you want the tab to appear (*see below*)

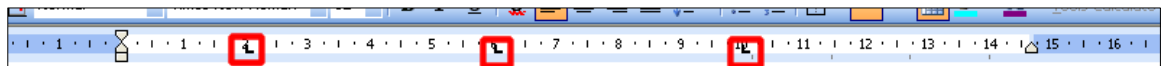


Tabs will continue in use for the next line when the **Return** key is pressed to make the new line. Of course any line can have different *Tabs* to the others.

To move a Tab, hold mouse cursor over tab marker until it identifies the tab (yellow hint) and then hold mouse and drag to place along the ruler.



To remove a Tab for the current line, hold as above and drag down off the ruler bar.



To use the *Tabs* once set in place, press the TAB key on the keyboard to jump to the next *Tab* available. You can skip any tab by pressing the TAB key again.