

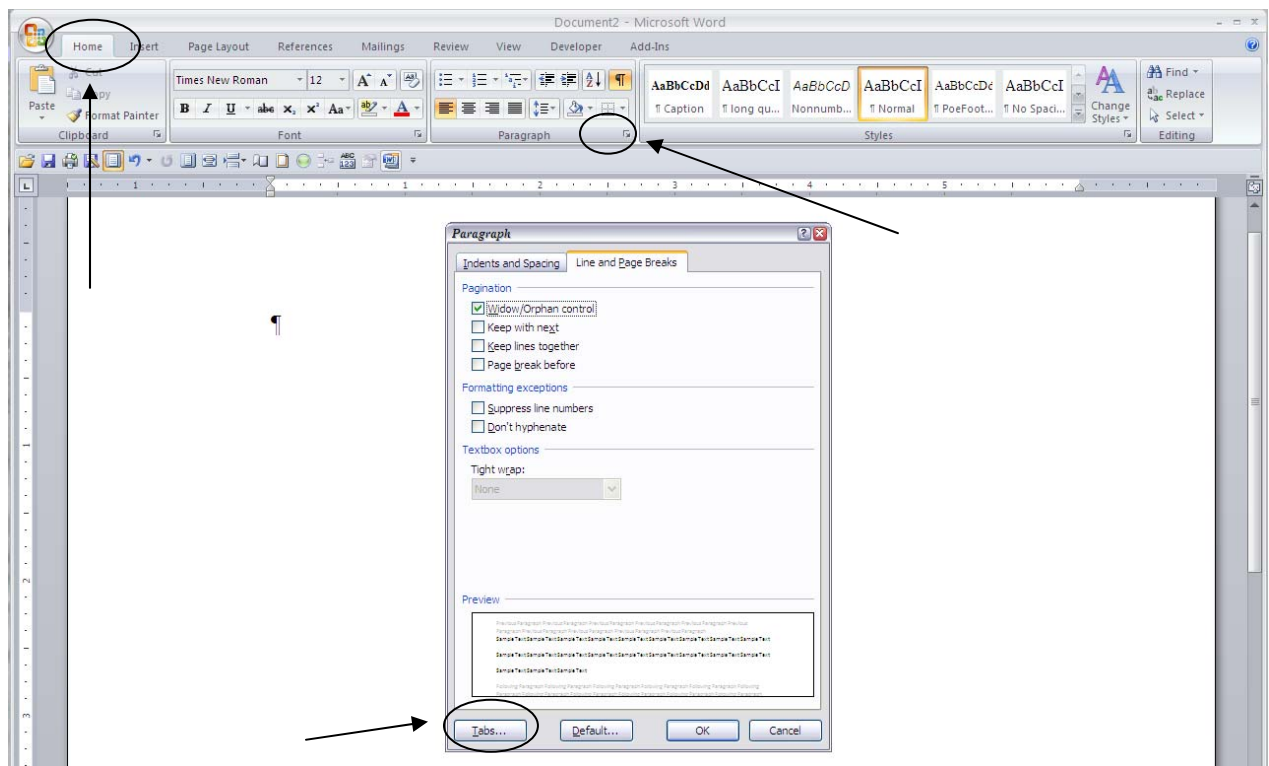
## SETTING TABS Microsoft WORD 2007

Do not push TAB on the keyboard multiple times to type and align your side page numbers. The numbers will **rarely align correctly using this method.**

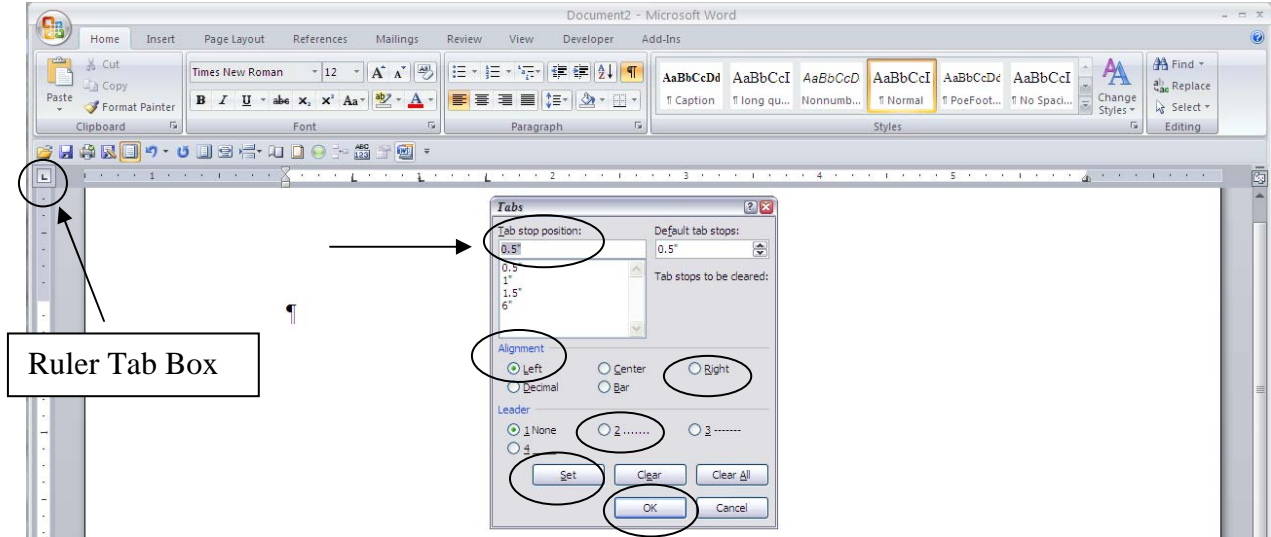
Make sure your rulers are on, see **Turning on Rulers.**

Start by setting the appropriate number of **LEFT TABS** to 'catch' the levels of subheadings you have in your TOC on your ruler (i. e. if you have two subheading levels under your main section heading listed on your TOC you will need to add two **LEFT TABS** to your ruler, each at increments of .5 inch).

On the **HOME** tab, click on the little arrow at the bottom right of the "paragraph" set box. When the paragraph window opens, click the **TABS** button in the bottom left.



The TABS window will open.



## LEFT TABS

Now, type the appropriate tab (LEFT, .5) into the ruler position in the **TAB STOP POSITION** box. Make sure that the **TAB ALIGNMENT** is appropriate for the tab you need. Push the **SET** button (this will put that tab in the window below the *Tab Stop Position* line. Do the same for any number of **LEFT TABS** you need to set. Once you have set all the left tabs, you can keep the window open and set the right tab (used to align the side page numbers).

## RIGHT TABS

Set a right-aligned tab at the right margin – just where the 6” mark would be on the ruler. You will type a “6” in the **TAB STOP POSITION** box. After typing the “6,” change the **ALIGNMENT** to **RIGHT**, then push **SET**.

If you have not typed your TOC yet, you can set **TAB LEADERS** at this point as well (not a requirement, just looks better. **DO NOT TYPE PERIODS** to flow to the page numbers). When you set the 6” **RIGHT TAB**, click the number 2 button under **LEADER**. Then, click the **SET** button, and then **OK**.

In the figure above, you can see these tabs as they are set on the ruler. **LEFT TABS** look like a small “L” and **RIGHT TABS** look like a small, backwards “L.”

At this point, when you push the “Tab” key, your cursor will jump to your preset tabs. If you have set the tab leaders to the 6” **RIGHT TAB**, when you push the tab key to jump to that tab, the leaders will be automatically inserted to that tab.

## RULER SHORTCUT

Alternately, you can set the tabs themselves directly on the ruler using the ruler shortcut (however, you **CANNOT** set the **TAB LEADERS** using the ruler). Your ruler must be turned on. The default setting for the “ruler tab box” is set for a **LEFT TAB** (see figure

above). When this box is set for a left tab, you need only to click on the ruler in the appropriate spot and a left tab will be set.

To set a right tab in this manner, click on the “ruler tab box” until it changes to the backwards L. Once set for a right tab, click on the ruler and you will set a right tab. You will have to move the RIGHT INDENT (see Setting Margins) in order to set the right tab in this manner (move it .5 inch to the left on the ruler). You will also not be able to click and set it directly on the margin. Click on the ruler to set the tab, and click and drag the tab to the right margin.