

Tab me over to there. Tabs in AppleWorks by Cindy O'Hora

"Give me a table with tabs. Long beautiful tabs! Shine'in. Gleam'in. Paragraph length and longer. Tab me over to there. Hey! Put them where I need them." Sung to the music from [Hair](#)

I urge you to open a AW/CW Word processing document. Try these tab settings as I review them. They will change your word processing life.

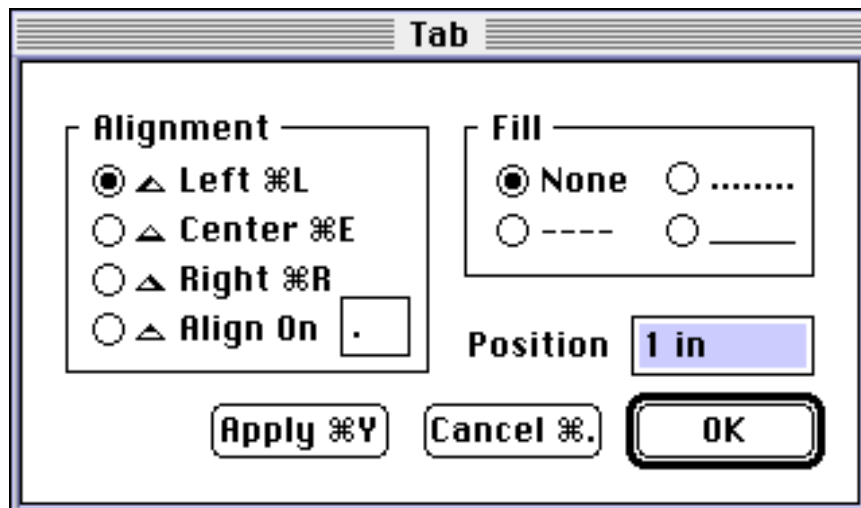
To set a Tab in Word Processing:

Go Format. .. Tabs.

Select which alignment you want. In the Position box, enter the place on the text ruler you want the tab to be set.

OR

Drag the desired Tab symbol on to the text ruler. Position it as desired on the text ruler.




What do they do?


Left means the word will begin on the tab.

Starts left


Stays left.

Center means the word will center on the tab. 

Centers
on the tab.
Build word pyramids.

Right means the word will end in a straight edge on the right: 

Rebuild
the computer's
desktop regularly.

Align on causes numbers to align with the decimal point in a straight column. 

↓
\$2.00
\$25.00
\$100.00

You will not get that kind of alignment with the space bar. It does not matter how good a person you are. Even pleading will not help. ;-)

So that is how they do it!

Correct use of the alignment feature will enable you to create tables that will stand the test of **Font** and **Style** changes and be beautiful when printed. By correctly using tabs, you can create tables like this:

Starts left	Centers on the tab	\$2.00	Rebuild
	Cool Huh?	\$20.00	the computer's
		\$200.00	desktop regularly.

Look what happens when I change the font:

Starts left	Centers	\$2.00	Rebuild
	on the tab	\$20.00	the computer's
	Cool Huh?	\$200.00	desktop regularly.

Notice that my table's spacing is preserved. If I built this table by using the space bar, you would see a "Helter Skelter" table. Even if you build a visually "perfect table" with the space bar and make no changes, when you try to print it you'll be disappointed with the results.

Making a beautiful table is a cinch. Just set those tabs.

Changed your mind about a tab's placement? No sweat.

1. Click in the line of text you want to adjust.
2. Use the mouse to drag the tab along the text ruler to the desired spot.

Notice how the text will automatically adjust itself to the new location.

Post Table tip

Want a table in the middle of a document that otherwise is straight text? Like say ... this tip.

1. Hit return after the last line needing the tabs.
2. Drag the tab down off the text ruler and it will disappear.
3. Or leave them there they are not bothering anybody!

Conquering the table of contents:

Making an table of contents for your new book?

You could type the Chapter title and enter a bunch of dashes or dots to the page number.

Chapter One: Things I always knew where true.....6

I'm going to use Fill tabs. First, I place the align right tab where I want the numbers to be.

Next, I double click on the tab marker itself. The tab box opens. Select the dotted line fill. Click apply and OK. I hit the tab at the end of the text. The computer fills in the dots!

Chapter One: Things I always knew where true.....6

Chapter Two: Things I always thought were true..... 10

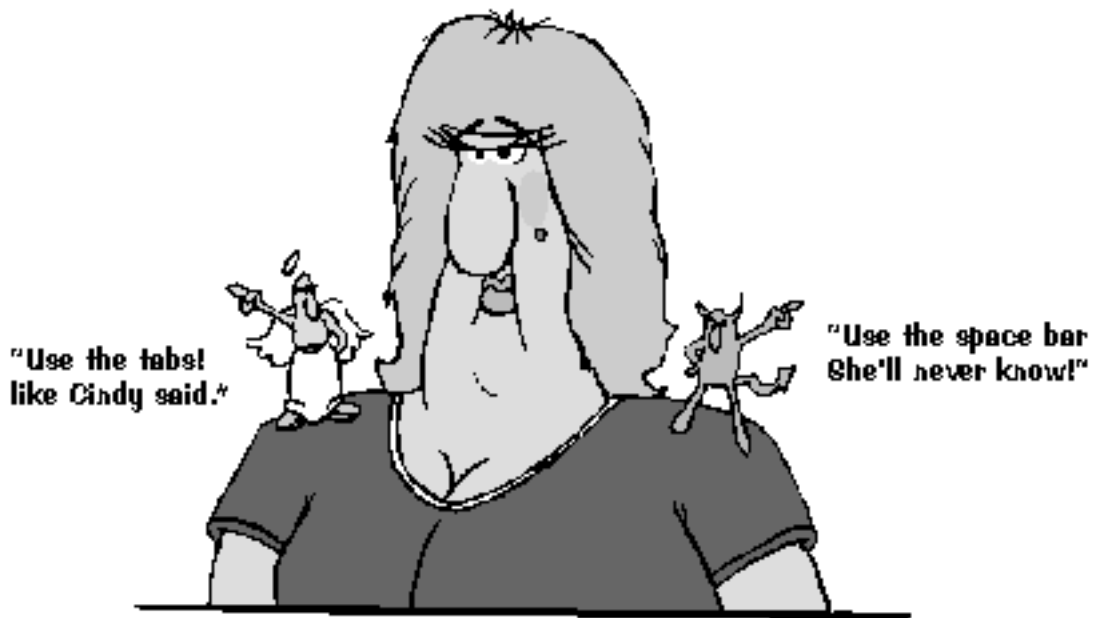
Chapter Three: Things that should be true.....15

Chapter Four: The Enlightenment.....17

I use the solid line fill to put the line after name, address, phone, etc. on forms and tests!

The price you pay for this indispensable WP tip is that you send me a copy of your book. Autographed, of course! If I may be so bold as to suggest the inscription:

To Cindy without whom this table of contents would be a mess. ;-)



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