

This module introduces you to tabs. Tabs have paragraph properties and character properties. You will be using both the Paragraph and Character menus.

PREREQUISITES

Completion of Paragraph Menu and Character Menu modules.

OBJECTIVES

At the completion of this module you will have learned:

1. How to set tabs.
2. How to delete tabs.
3. How to move tabs.
4. How to use Tab Patterns.

TABS

There are four types of tabs which can be set in the Paragraph menu of the Xerox Document System. They are Left, Right, Centered, or Aligned.

If you do not set tabs, the system presets default tabs every 28 units. In that way you can input using the preset tabs, then insert tab settings when you are formatting the document.

In order to set tabs, you must be in the Paragraph menu. To open the Paragraph menu, you must have a document on the screen.

-) Enter the Editor.
-) Get the document <TABS>.

You should see the title Setting Tabs in the window. If not, look to see if you have the title <TABS> in the menu. If not, try again.

-) Begin reading from the screen.

SETTING TABS

In order to set tabs, you must be in the Paragraph menu. To open the Paragraph menu, you must select a paragraph, then hold down Com and touch Look.

-) Select the above paragraph.
-) Hold down Com and touch Look.

The Paragraph menu should now be at the top of your screen. Look at the last line of the menu options - Tabs: Presently Left is highlighted. This is the preset option when you turn on the system.

If you set Left tabs, the left edge of the words or columns will align. If you set Right tabs, the right side of the words or columns will align. If you set Ctr (Centered) tabs, words or columns will center around the tab position. If you set Align on tabs, the information will align on a decimal point (preset) or any other character you insert in brackets.

If you were to mark Leader with one of the other tab options, dot leaders would be included between words and tab settings.

Tabs are set by positioning them on the lower edge of the lined scale with the Middle mouse button.

-) Highlight Right.
-) Move the cursor below 50 and press and hold down the Middle mouse button.
-) While holding down the middle mouse button, slide the cursor to the left or right until you reach the exact location. At that point, release the middle mouse button.
-) Notice the shape of the tab.

A Left tab looks like the left side of a box; the Right tab looks like the right side of a box; the CTR tab has a vertical line centered on a horizontal line; an Align on tab has a dot on the bottom of the horizontal line; if Leader is marked, there are three dots before the

-) Highlight Ctr.
-) Set a tab at 150.
-) Highlight Align on.
-) Set a tab at 200.
-) Highlight Left and Leader.
-) Set a tab at 300.

To delete a tab, point at it and press the Right mouse button.

-) Point at 50.
-) Press the Right mouse button.
-) Delete the tabs at 150, 200, and 300.

The Left mouse button will move an existing tab without changing the type of tab it is.

-) Set a Left tab at 100.
-) With the Left mouse button, move it to 150.

-) Practice setting, moving and deleting tabs.

The Middle mouse button can change the type of tab, move a tab, or set a new tab. However, the middle mouse button might set a new tab close to where the one to be moved is.

-) Practice changing the type of tab using the Middle mouse button.

Tabs do not take effect until you have selected text in the document and marked Apply. Since you do not have tabular material on your screen, you should not apply the tabs.

-) Delete all the tabs you set.
-) Mark Detail in the Paragraph menu.
-) Look at the line Misc:

When you are doing statistical/columnar material, it is recommended you mark Printer. This allows you to see the material exactly the way it will print.

-) Mark Printer.
-) Select the entire document - Com E.
-) Apply.
-) Dehighlight Printer by touching the Left mouse button twice.
-) Select the entire document - Com E.
-) Apply.
-) Practice setting, moving and deleting tabs.
-) Save this document with the title <your initials-Tabs>.
-) Quit and return to the manual page 100.

INPUTTING COLUMNAR MATERIAL

You are going to type the following table using the preset tabs. After you have completed typing the document, you will set tabs in the Paragraph menu and apply them to the table.

-) Type the following paragraph into a blank screen.

This special table is a monthly report which is updated the last week of each month. There are normally no changes in the items on the left margin. However, almost all of the other data are revised.

-) Stop typing.
-) Select the paragraph.
-) Open the Paragraph menu.
-) Mark Detail.
-) Mark Printer.
-) Select the entire document - Command e.
-) Apply.
-) Dismiss the menu by clicking the left mouse button on the X after the word APPLY.
-) Begin typing the following - tab between each column.

New Clients	11,000	10,000	20,000
Previous Clients	20,000	111,111	443,333
Total Clients	131,000	121,111	463,333

-) Stop typing.
-) Select a Paragraph and open the Paragraph menu.
-) Set the upper left margin at 30.

-) Set the lower left margin at 60.
-) Set the right margin at 420.
-) Set Right Leader tabs at 150, 250 and 350.
-) Select the entire document.
-) Apply.
-) Your document should look similar to this:

This special table is a monthly report which is updated the last week of each month. There are normally no changes in the items on the left margin. However, almost all of the other data are revised.

New Clients	...11,000.....	10,000.....	20,000.....
Previous Client	20,000.....	111,111.....	443,333.....
Total Clients	131,000.....	121,111.....	463,333.....

-) Title the document <your initials-TAB1>
-) Print the document.
-) Save the document.

When you used the Character menu, you were introduced to Tab patterns: This allows you to insert dot leaders, lines, double lines, etc., between tab settings.

-) Select a character.
-) Open the Character menu.
-) Detail the Character menu.
-) Mark Neutral.
-) Mark in the Tab pattern: line.
-) Select the three columnar lines of the table.

-) Apply.
-) Continue applying each of the options.
-) Quit from the Editor.

SUMMARY TABS

To set tabs, you must be in the Paragraph menu.

To set left tabs.....Mark.Left...Position the cursor under the Carriage Scale and click the Middle mouse button. The Left option is the preset option.

To set right tabs.....Mark.Right...Position the cursor under the Carriage Scale and click the Middle mouse button.

To set center tabs.....Mark.Ctr...Position the cursor and click the Middle mouse button.

To set decimal tabs.....Mark.Align...Position the cursor and click the Middle mouse button.

To set dot leader tabs.....Mark.one.of.the above options as well as Leader.

To use Tab patterns.....Open.the.Character menu. Mark Neutral. Select the tabular material. Mark the tab pattern desired. Apply.
