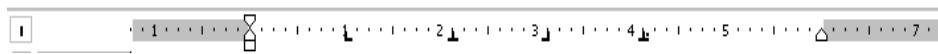# TABS

Left aligned tab: Numbers and text is aligned to the left edge of the tab.

Right aligned tab: Numbers and text is aligned to the right edge of the tab.

Center aligned tab: Numbers and text is aligned along the center of the tab.

Decimal aligned tab: Text aligns along the left edge of the tab; numbers align along the decimal tab setting.
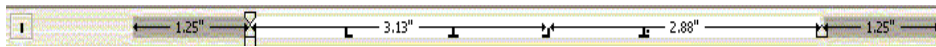
Bar tab: Draws a vertical line where tab is set; this tab does not affect the flow of the text.

Left	Center	Right	Decimal	Bar
Math	Geometry	Angle	5.32	Hinge
Math	Algebra	Factor	25.121	Binomial

Note: If you hold the **Alt** key, you can view the precise positioning of the tabs.
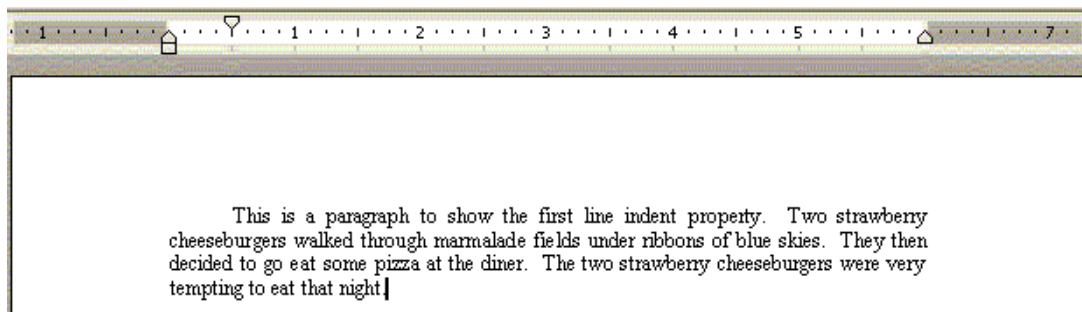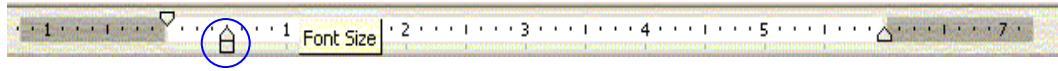

INDENTS

First-line Indents: lets you indent your text for the first line automatically to a preset mark along the left margin.

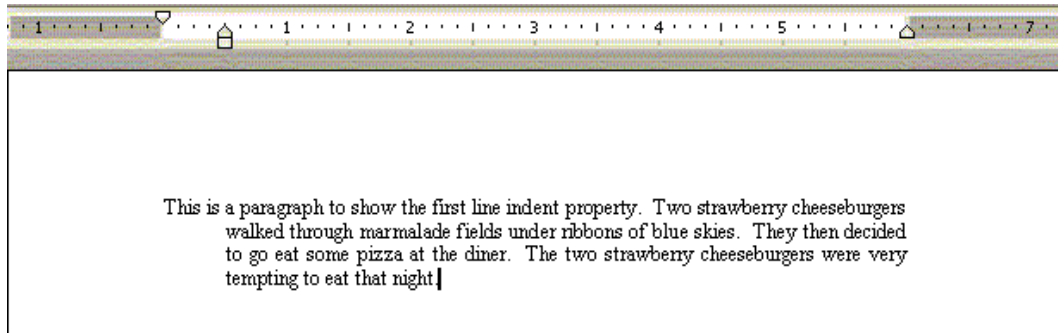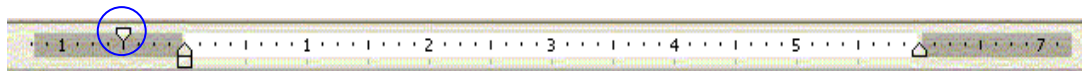First-line indent set to **0.5"** in this example:

This is a paragraph to show the first line indent property. Two strawberry cheeseburgers walked through marmalade fields under ribbons of blue skies. They then decided to go eat some pizza at the diner. The two strawberry cheeseburgers were very tempting to eat that night.

Hanging Indent: lets you indent all of your lines in a paragraph to a preset along the left margin *except* your first line.

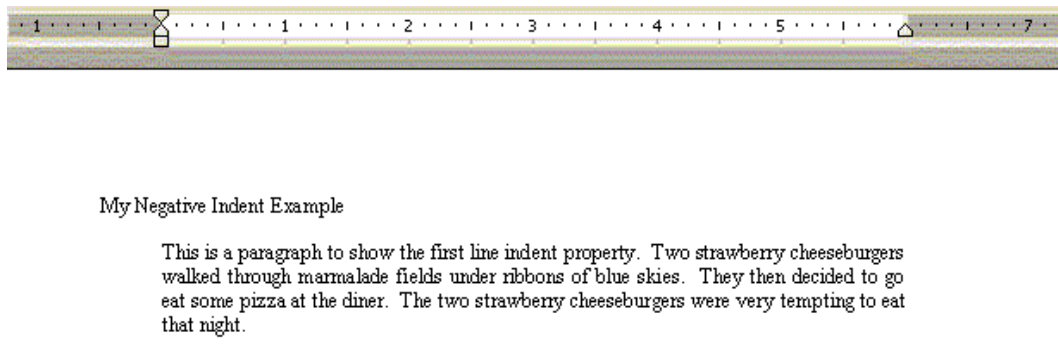The hanging indent is set to **0.5"** in this example:

This is a paragraph to show the first line indent property. Two strawberry cheeseburgers walked through marmalade fields under ribbons of blue skies. They then decided to go eat some pizza at the diner. The two strawberry cheeseburgers were very tempting to eat that night.

Negative Indent: lets you indent your lines along the left of the margins depending on your setting.

The negative indent is set to **-0.5"** in this example:

My Negative Indent Example

This is a paragraph to show the first line indent property. Two strawberry cheeseburgers walked through marmalade fields under ribbons of blue skies. They then decided to go eat some pizza at the diner. The two strawberry cheeseburgers were very tempting to eat that night.

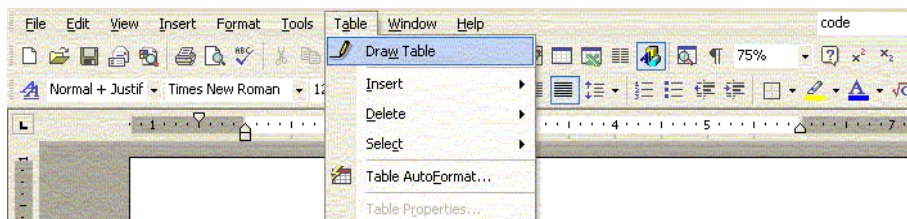To create a simple of complex table, select the size of by the number of columns and rows it will have.

Simple Table: can be created using the **Insert > Table** property on the toolbar.
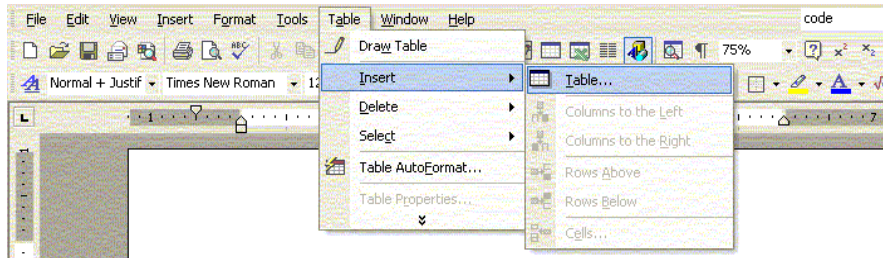
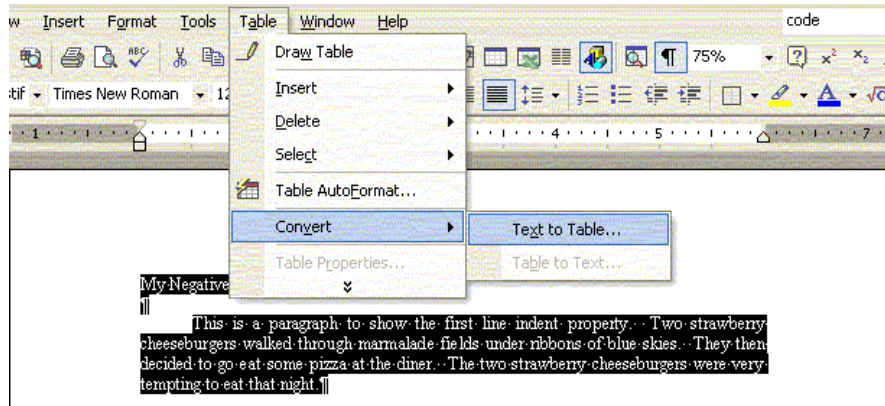A table with 4 columns and 3 rows is shown as an example below:

Complex Table: can be created using the **Draw Table** tool in the **Table** menu.

A complex table with specific cell placements is shown below:

Converting text to tables: lets you take text fields and convert them into complex tables.

Below is an example of a paragraph converted into a table using ·· as a separator:

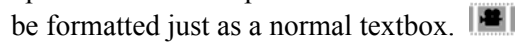| My Negative Indent Example¤	¤	¤	¤	¤	¤
¤	¤	¤	¤	¤	¤
This is a paragraph to show the first line indent property¤	··Two strawberry cheeseburgers walked through marmalade fields under ribbons of blue skies¤	··They then decided to go eat some pizza at the diner¤	··The two strawberry cheeseburgers were very tempting to eat that night¤	¤	¤

IMAGES

You can insert images by using the graphing button . Graphics can be inserted as clipart or files.
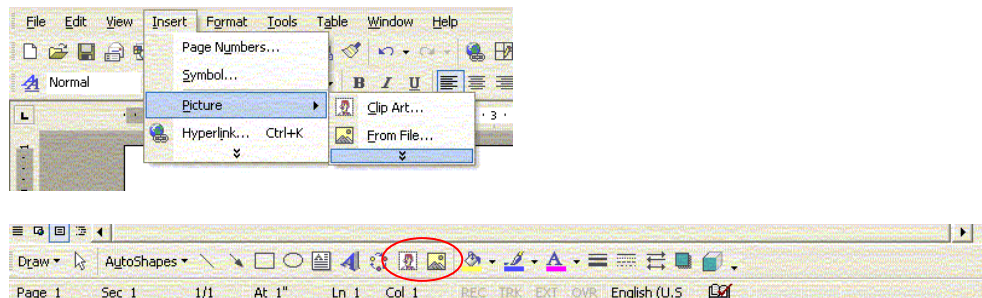
Once the picture is inserted you can manipulate its size. You can also change its color settings from grayscale to washing and transparency. Pictures can be formatted to fit around text and be displayed behind or in front of text. Objects such as shapes can also be manipulated as an image.

You can add a caption to an image by choosing **Insert > Reference > Caption**. This option creates a simple textbox that can be manipulated about the image. The caption can be formatted just as a normal textbox.

Example Caption 1
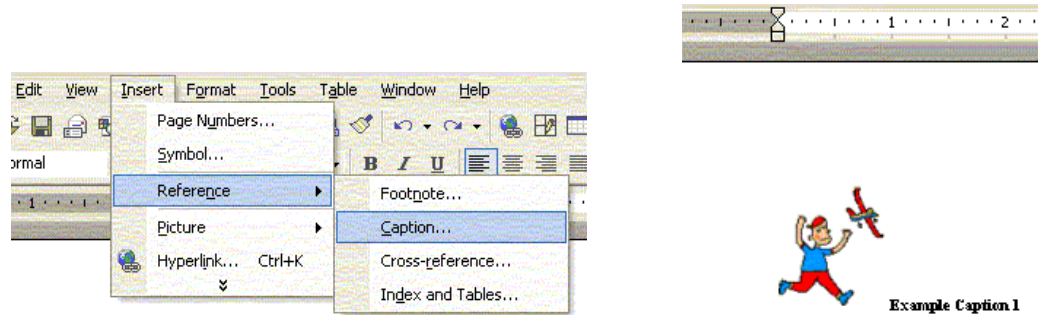
TRACKING CHANGES

This feature allows you to track any changes that have been made to your document. It also allows for comments to be viewed from multiple reviewers.
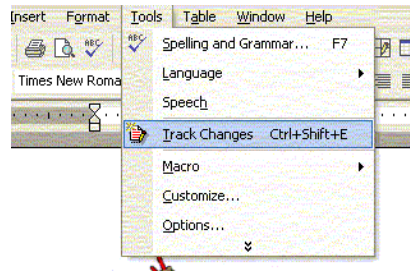
Here is an example of merging an original document to its edited version. When a document is reviewed by multiple people, they will each have a color profile associated with them. This will help you keep track of the changes and who made them.
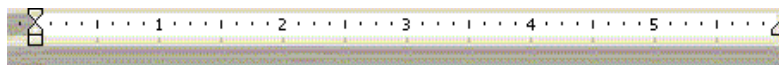
Dear Moma Mother,
How you durrin'? I hopes you is doing real good. I sittin' heah wraten' a paipuh.
Good morning. I hope everything is going well with you. I am writing a paper.

WRITING TOOLS

Writing tools can help you find synonyms for words, spell check words, define words, translate, and hyphenate words. The tools can also give you suggestions on grammar styles for your content. There are other tools that are less frequently used which include: fixing broken text, word count, speech, auto summarize, add-ins and templates.

To edit grammar and spelling select **Tools > Spelling** and **Grammar or Language**.
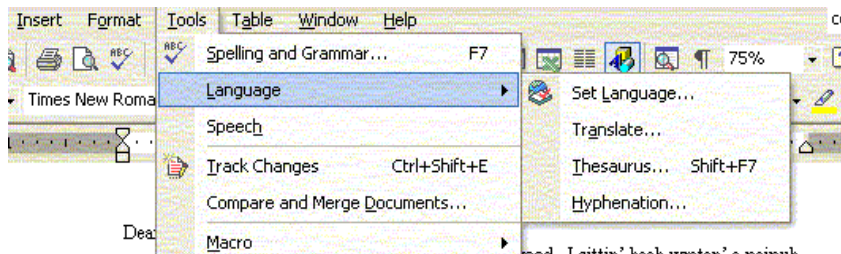

LINKING COLUMNS

To link two columns in a document create a text box in a desired position. From the text box menu, select Create Textbox Link and link to an empty textbox. If you have multiple text boxes, you can link to any text box in the document.
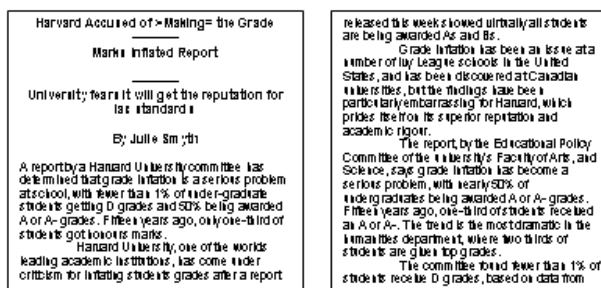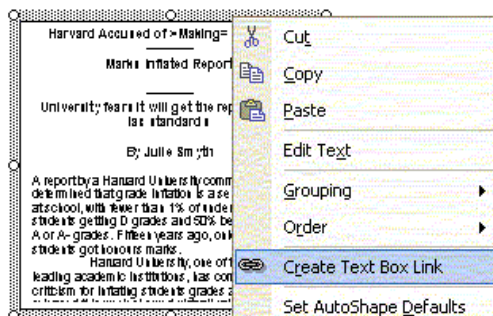
Note: The text box that is linked too must be an empty text box and not previously linked to another story.

MAIL MERGE

This feature lets you create mailing features to easily send information electronically.
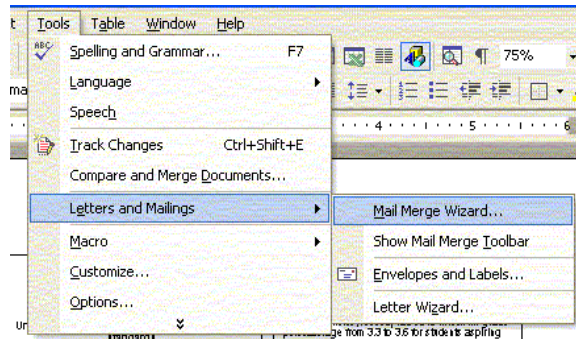
Follow the steps in the wizard to create a **Merge** document.