

# Appleworks: Tabs and Previewing

## Preview pages for printing

AppleWorks can show you the pages in a document exactly as they will be printed. You can see the margins, headers, footers, and page numbers that you set up. To see your document as it will be printed: choose Page View from the Window menu. When you are in page view, you see a checkmark next to the Page View command. To turn page view off: choose Page View again from the Window menu. Note Page view is always turned on in a word processing document.

## Tabs

When you press the Tab key, the insertion point moves from one tab marker to the next, and the text you type aligns at that point. You can control the way the text aligns, and you can specify a character that fills in any blank space between tab markers. You can set tabs using the text ruler or the Tab dialog box.

### To set tab markers using the text ruler:

1. If the text ruler isn't visible, choose Show Rulers from the Window menu.
2. Select one or more paragraphs where you want to set tabs, or place the insertion point at the beginning of a new paragraph.
3. Click the type of tab marker you want to set, and then click on the text ruler at the position where you want the marker to appear.

### To Align the left edge of text at the tab position

Use this tab marker



### To Center text at the tab position

Use this tab marker



### To Align the right edge of text at the tab position

Use this tab marker



### To Align text at a character (preset to a decimal point).

Use this tab marker



### **To set tabs using the Tab dialog box:**

1. Select one or more paragraphs where you want to set tabs, or place the insertion point at the beginning of a new paragraph.
2. Choose Tab from the Format menu, or double-click a tab marker on the text ruler.
3. In the Tab dialog box, select a tab alignment.  
If you choose Align On, you can type a different character in the box.
4. If you want a fill character, select one in the Fill area.
5. In the Position box, specify where you want the tab marker to appear.
6. Click Apply to see the new tab setting.
7. Click OK to accept the tab setting or Cancel to leave the settings unchanged.

### **To remove a tab: drag the tab marker off of the ruler.**

#### **Tips**

Before setting tabs, be sure to select all paragraphs that will share the same tab settings.

The text ruler has invisible tab markers every half-inch. If you add tab markers, only invisible tab markers to the right remain.