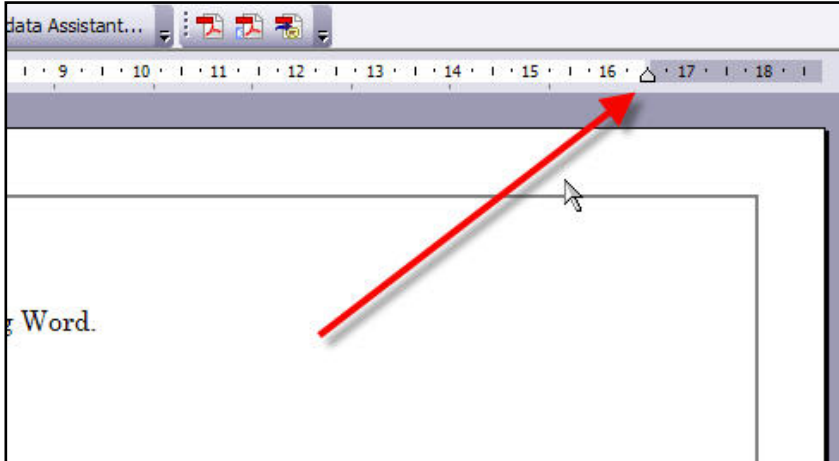


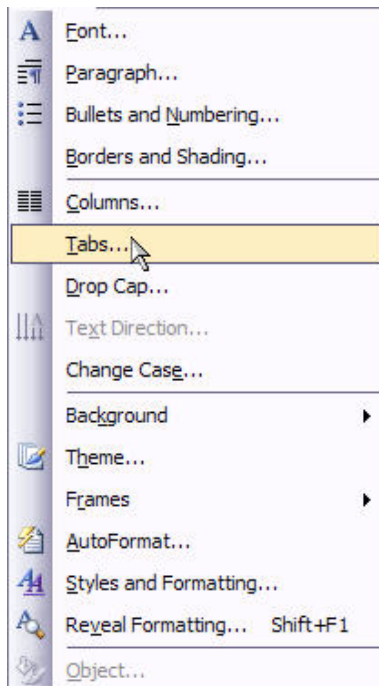
**Instructions for right-, center-, and left-tabbing using Word 2003**  
© Gayle Howard, Top Margin

**For right justifying dates on your résumé:**

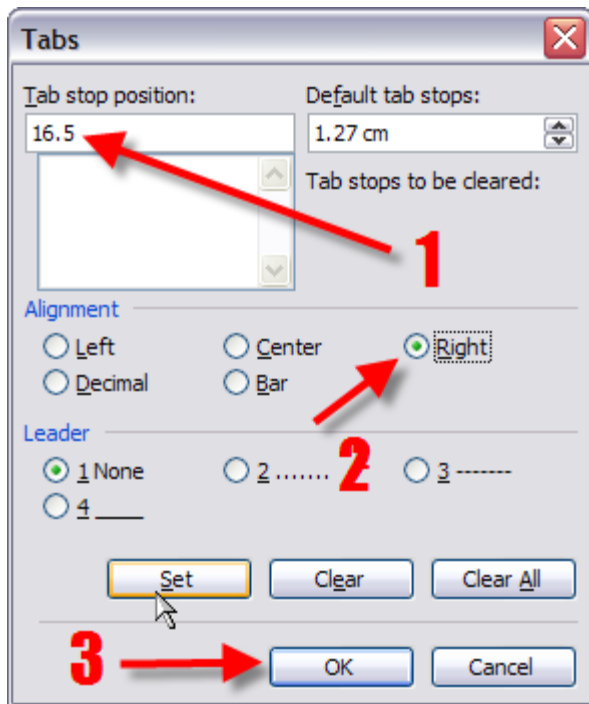
Look at your page, and note where your page margin ends on the right side. You'll see that on this page, there is a small triangular pointer indicating this page ends at 16.5cm. If you cannot see your ruler, from the **View menu** click on "ruler."



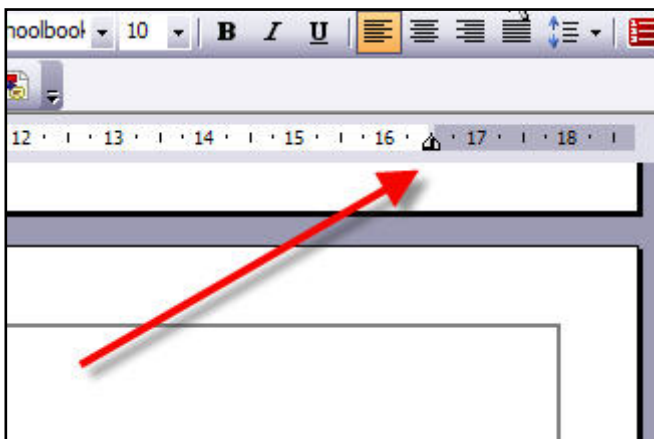
Now click on **Format, and then Tabs**



A new menu appears. Under **Tab Stop Position**, type the page end position that you noted earlier. Then click on the “right” tab. Click on Set and then okay.



When looking at the ruler, you should now see a small backwards “L” shape in black.



All you need to do now, is type your date.

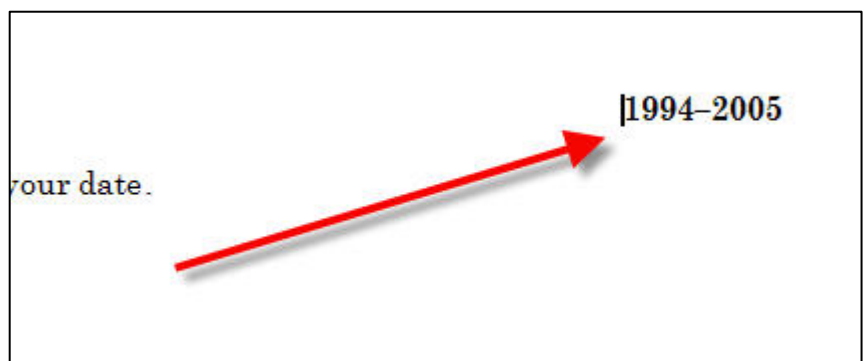
Eg,

1994–2005

Click on the page just before the first number of your date.

Now press the tab key

You will now see that the date has moved and is now perfectly aligned to the right hand margin.



To create an address that looks like this with left, right, and center tabbing

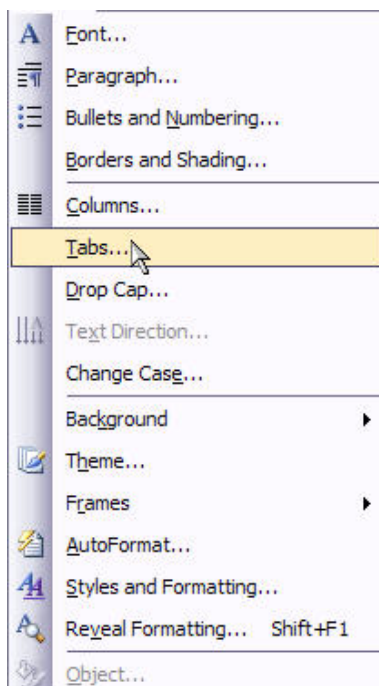
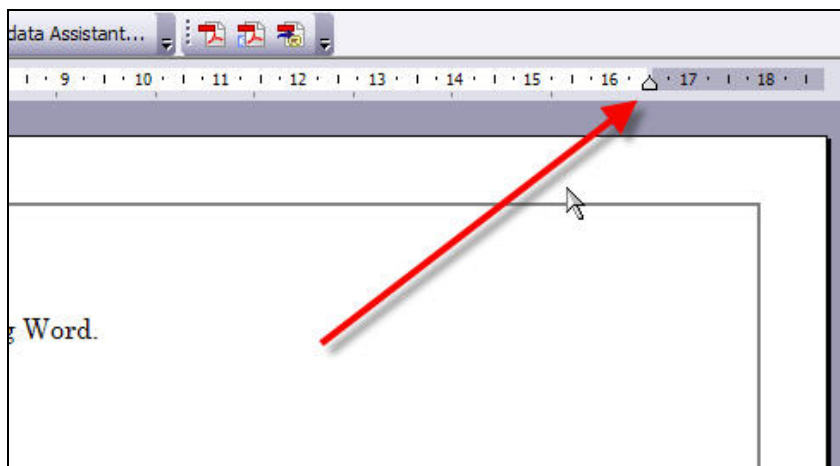


First, centre the name by holding down the CTRL button and clicking on the E key. Type the person's name and alter the sizing of the text to please your eye.

Press Enter key to move to next line, hold down the CTRL button and click on the L key to return to left hand justification.

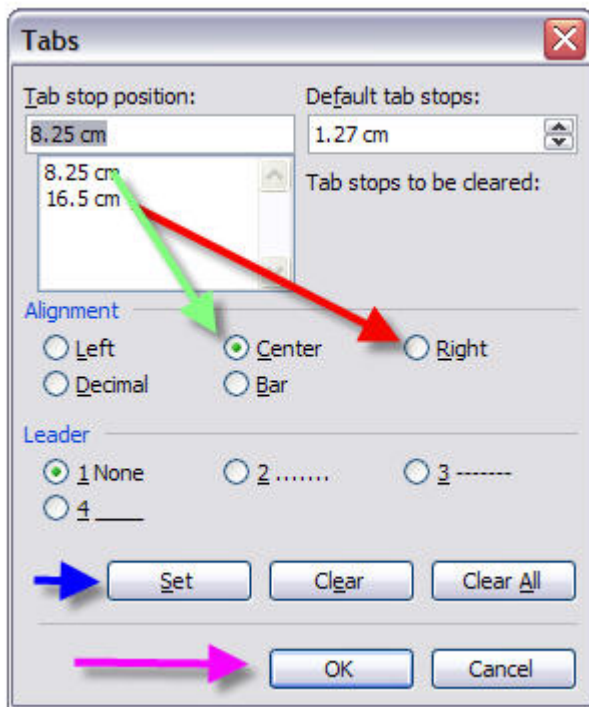
Next Create Your Tab points.

Look at your page, and note where your page margin ends on the right side. You will see a small triangular pointer that shows that this page ends at 16.5cm. (See picture below) If you cannot see your ruler, from the **View** menu click on "ruler."



Next, click on Format and then Tabs.

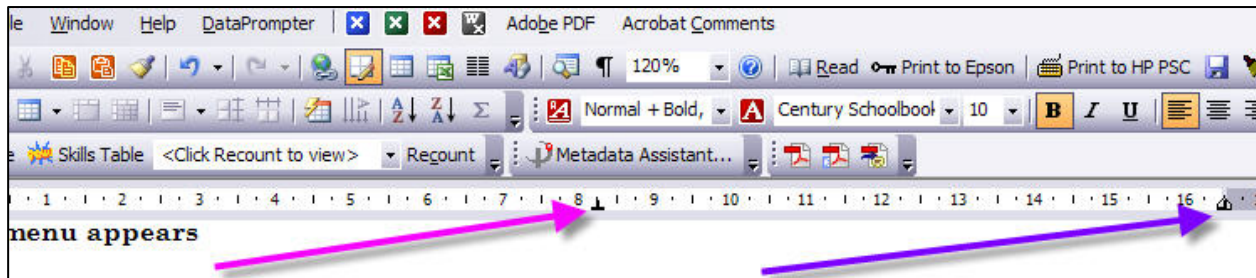
### A menu appears



- 1) In the Tab Stop Position, type 16.5 (or whatever number your page showed the small grey triangle).
- 2) Now click on the RIGHT button.
- 3) Click on SET
- 4) Now assess approximately where the middle of the page would be. For instance if the right margin as in this case was 16.5 then logically the middle of the page should be 8.25cm. Type 8.25cm, OR approximately half way between the right margin showing on your page. (Don't worry, if it is not exact you can change it later easily).
- 5) Click on Center
- 6) Now click on SET
- 7) Click on OK

### This is what you should now see on your ruler

At 8.25cm you should see a black upside down "T" shape. That is your center tab. On the right a back-to-front "L" shape denotes the right tab has been set.



### Now put it all together.

You have already typed and centered the person's name and the ruler should still show the tabs as above. Underneath the name, start writing your address on the left hand side.

## John Citizen

1 Smith Street **NOW TAB**  
Now put second line address **TAB**

and you are here **NOW TAB**  
More info here **TAB**

Right for dates. Press **ENTER**  
Mobile number **ENTER**

---

You now have a properly tabbed address.

**More things you may want to know. Final adjustments.**

It is possible to change the positions of these tabs very easily if you have miscalculated the center or right tab positions.

Simply click on the upside-down T or the back-to-front L on the ruler and while holding the left button of your mouse down, move it along the ruler to a position you find suitable. If you hold down the CTRL key at the same time, you'll be able to adjust the tab positions with finer results.

Alternatively, you can return through the Format, Tabs area, type in new positions and click on SET. Don't forget to remove old tabs though or you'll end up with multiple positions tabbed on the ruler.