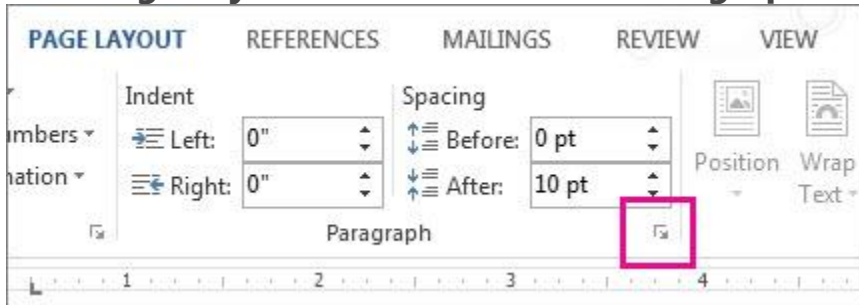
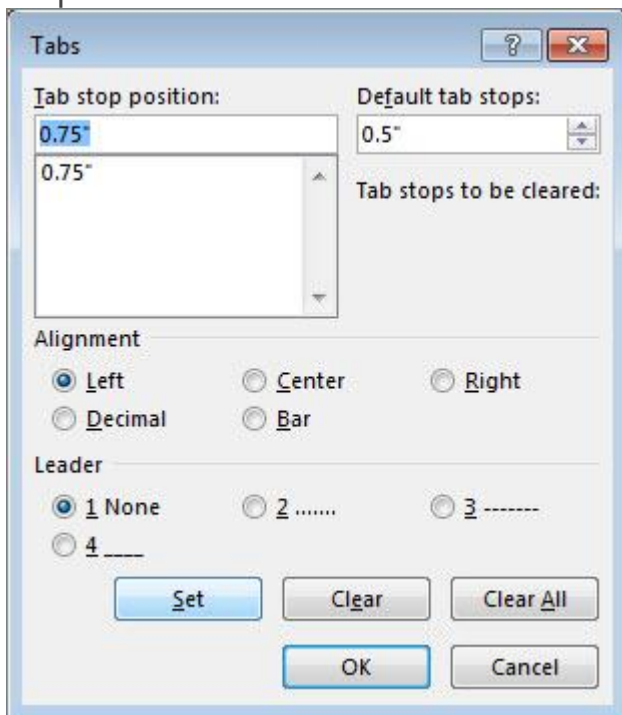


How to Set Tabs

1. Click **Page Layout**, and then click the **Paragraph** Dialog Box Launcher.



2. Click **Tabs**.
3. Under **Tab stop position**, type the location where you want to set the tab stop.



4. Under **Alignment**, click the type of tab stop you want.
5. To add dots with your tab stop, or to add another type of leader, click the option that you want under **Leader**.
6. Click **Set**.
7. Repeat steps 3-6 to add another tab stop, or click **OK**.