

SET TABS IN ADOBE® INDESIGN®



Tabs are helpful for aligning columnar text. Scoreboards, which are in many yearbooks, are one form of columnar text that is created with tabs. They provide an easy way to learn how to use tabs with some of the tools that InDesign provides. Tabs are set using the Tabs palette.

Scoreboards typically feature the name of the opposing school and the scores of the game. Your primary concerns are for the columns to be straight and the layout of the scoreboard to be consistent with the others in the book.

LAYOUT DESIGN DECISIONS

- How many columns - two or three?
- First column - opposing school name or scores?
- How much space is available?
- Phraphic elements - will any be used?

TYPE TEXT

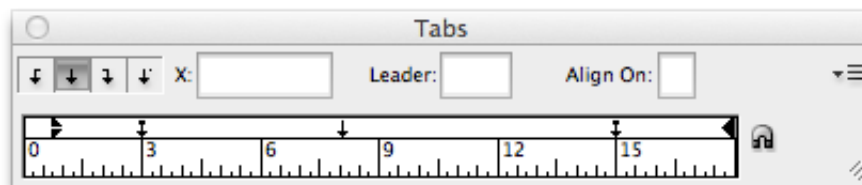
- Type the first line of text using the default tab values (Press tab, type your text, press tab, type more text, press tab, type more text).
- Highlight the text with the **Type** tool.
- Select Tabs from the **Type** menu (Windows: **Ctrl + Shift + T**, Mac: **Command + Shift + T**).

TABS PALETTE

- Tabs apply to the current paragraph or selected text.
- Tabs palette has four different types of tabs: left, right, centered and decimal (top left corner of the palette).
- Decimal tabs align on a decimal or another character.
- To align on a character, type or paste the character in the **Align On** field.
- Click on the **magnet icon** to snap the palette to the top of the column.

Tab icons:

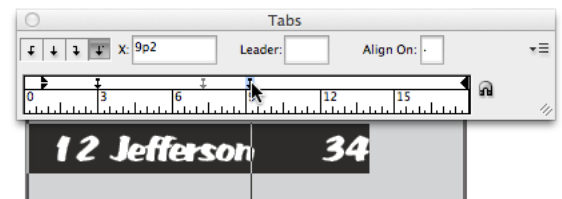
- Left
- Center
- Right
- Decimal



Magnet Icon

ADD TAB

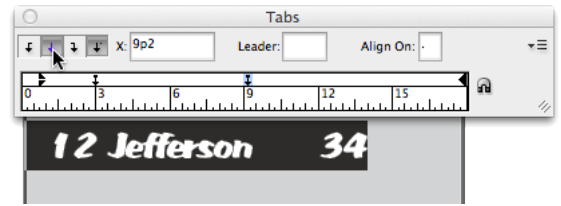
- Click above the ruler at the place you want the tab, or
- Type a position in the **X** box and press **Enter/Return**.





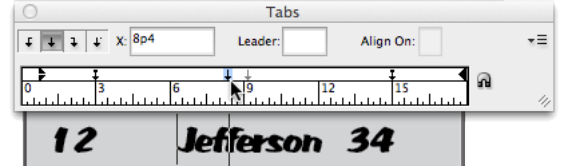
CHANGE A TAB

- Change, for example from a left tab to a right tab,
- Click on the left tab
- Click on the right tab icon.



MOVE A TAB TO A DIFFERENT POSITION

- Drag it to a new position, or
- Type a new position in the X field and press Enter/Return.



DELETE A TAB

Drag it off of the ruler.

ADD MORE TEXT

- The text automatically adjusts as you add or delete tabs.
- After setting the tabs, place the cursor at the end of first line of text.
- Press Return/Enter and type the second line.
- The copy will take on the formatting you just set up.

This scoreboard uses decimal and centered tabs.

BASEBALL SCORES		
<u>US</u>		<u>THEM</u>
12	Jefferson	10
8	Pineville	14
4	Central	3
12	East	18
12	Northside	10
11	South	7
9	Kennedy	6
7	Walker	5

This scoreboard uses left, decimal and right tabs.

Varsity Football		
	Home	Visitor
Southside	12	9
Homestead	27	16
Wauwatosa	6	12
Clearwater	3	15
Concord	12	21
East	18	9