Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles, for a discussion of these features. Line numbering is discussed in Chapter 3, Working with Text: Advanced.
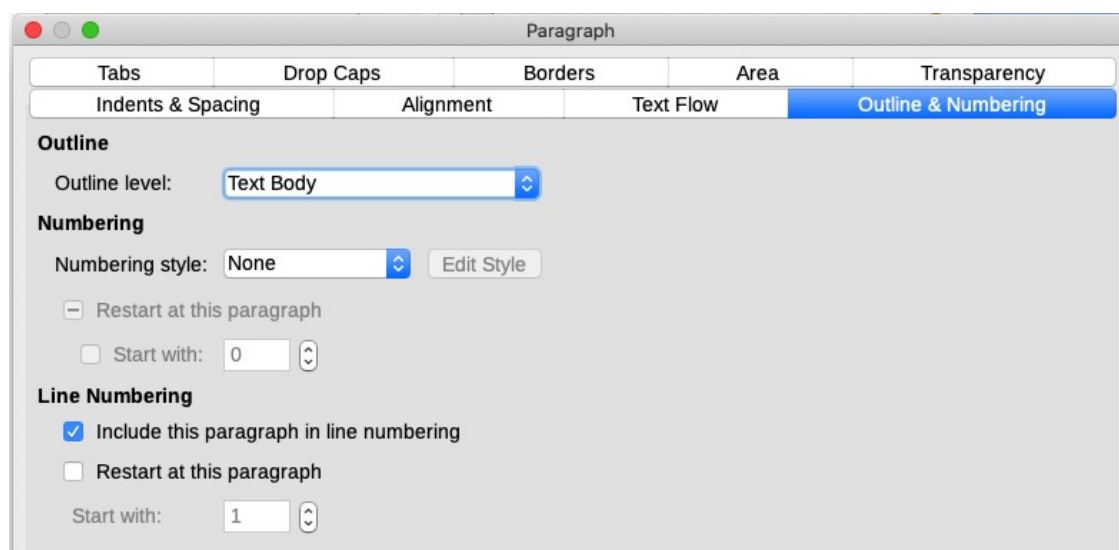

Figure 70: Selecting outline level, paragraph numbering, and line numbering

Setting tab stops and indents

The horizontal ruler shows the tab stops. Any tab stops that you have defined will overwrite the default tab stops. Tab settings affect indentation of full paragraphs (using the Increase Indent and Decrease Indent buttons on the Formatting toolbar or the Paragraph panel of the Properties deck in the Sidebar) as well as indentation of parts of a paragraph (by pressing the *Tab* key on the keyboard).

> **Tip**
>
> Many indents, for example at the beginning of a paragraph, can be set in the paragraph style, so you don't need to use the *Tab* key to activate them.

Using the default tab spacing can cause formatting problems if you share documents with other people. If you use the default tab spacing and then send the document to someone else who has chosen a different default tab spacing, tabbed material will change to use the other person's settings. Instead of using the defaults, define your own tab settings, as described in this section.
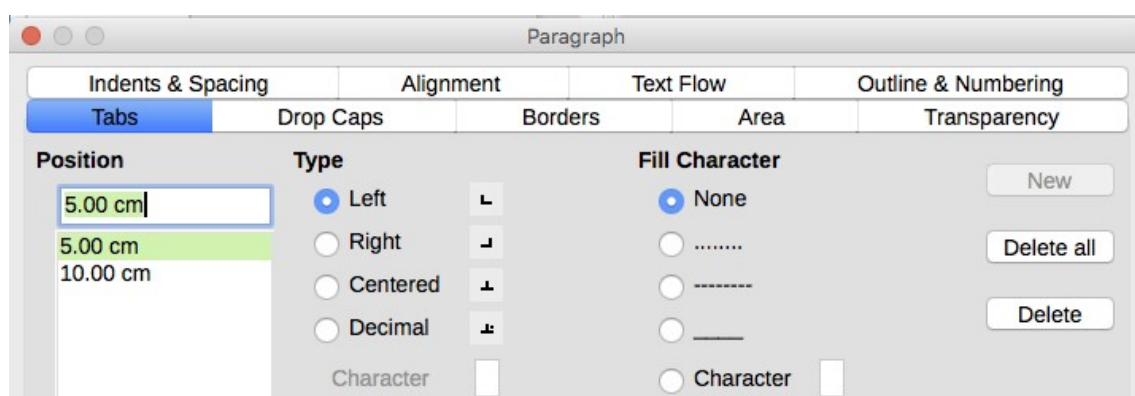

Figure 71: Specifying tab stops and fill characters

To define indents and tab settings for one or more selected paragraphs, right-click a paragraph and choose Paragraph to open the Paragraph dialog; then select either the *Tabs* tab (Figure 71) or the *Indents & Spacing* tab of the dialog. Alternatively, you can double-click the horizontal ruler to open the *Indents & Spacing* tab of the Paragraph dialog.