

A better strategy is to define tabs for the paragraph style. Refer to Chapters 8 and 9 for more about paragraph styles.

Tip

Using tabs to space out material on a page is not recommended. Depending on what you are trying to accomplish, a table or frame is usually a better choice.

Changing the default tab stop interval

Caution

Any changes to the default tab setting will affect the existing default tab stops in any document you open afterward, as well as tab stops you insert after making the change.

To set the measurement unit and the spacing of default tab stop intervals, go to **Tools > Options > LibreOffice Writer > General**.

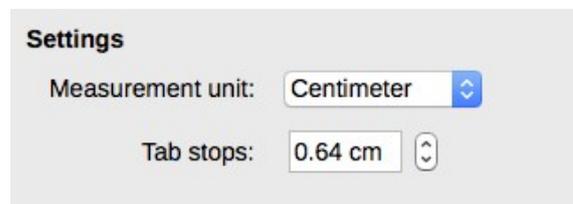


Figure 72: Selecting a default tab stop interval

Changing measurement units for tab stops and rulers

You can also set or change the measurement unit for rulers in the current document by right-clicking on the ruler to open a list of units, as shown in Figure 73 for the horizontal ruler. Click one of them to change the ruler to that unit. The selected setting applies only to that ruler.

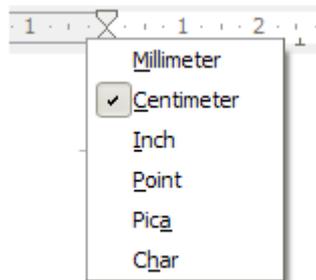


Figure 73: Changing the measurement unit for a ruler

Formatting characters using styles

To apply a character style, highlight the characters or words and apply the selected character style from any of the following:

- *Character Styles* tab of the Styles deck on the Sidebar
- Styles menu on the Menu bar (limited)
- Right-click context menu (limited)
- Formatting (Styles) toolbar (Figure 59)

For more about character styles, refer to Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles.