Figure 214: Kerning disabled (left) and enabled (right)

Controlling tab stops

Although borderless tables are generally considered a much better solution to space out material across a page, in some situations tabs are sufficient to do what you need, with the added advantages of being simpler to manage and quicker to apply.

> ⚠️ **Caution**
>
> If you need to use tabs, and you will be sending a document to other people, do not use the default tab stops. If the recipients of the document have defined default tab stops that are not the same as the ones you are using, the paragraph may look very different on their machines. Instead, define the tab stops explicitly in the paragraph or the paragraph style; then you can be sure that everyone will see the same layout.

To define tab stops in your paragraph style, use the *Tabs* page, shown in Figure 215. Here you can choose the type of tab: Left, Right, Centered, or Decimal; the character to be used as a decimal point; and the Fill Character—the characters that appear between the end of the text before the tab and the beginning of the text after the tab. You can also create a custom fill character by entering it in the corresponding box. Common use of a fill character is adding dots between a heading and a page number in a table of contents or underscore character when creating a form to fill in.
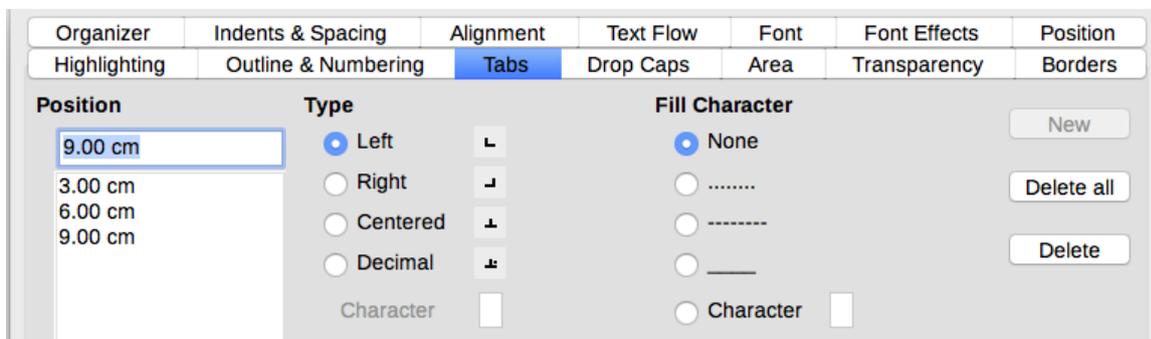

Figure 215: Specifying tab stops for a paragraph style

To create a new tab stop, specify its position relative to the left margin, the type of tab, and the fill character and click the **New** button. The new tab stop is then listed in the *Position* box on the left. To modify the position of a tab stop, create a new one in the desired position and delete the old one using the buttons on the right-hand side of the page.

It is not possible to define tabs that exceed the page margin. In the rare cases where that may be needed, use a borderless table instead.

Outline & Numbering tab

Use the *Outline & Numbering* tab to assign an outline level to any paragraph style, as described in "Assigning outline levels to other styles" in Chapter 8, Introduction to Styles. This feature enables you to create a table of contents that includes those paragraphs along with the headings using styles listed in **Tools > Chapter Numbering**.