

# Adobe Customer Services

## Tabs in Illustrator 5.5

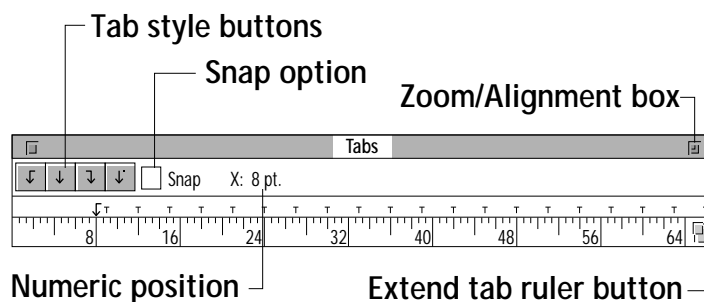
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### THE TABS PALETTE

The Tabs palette is the main interface to tabs, and is available under the Window menu as a Show/Hide menu item. The palette is a floating palette, and behaves very much like the Paragraph palette, in that it reflects the tabs in the current selection, and changes made in the palette will be applied to selected text objects only.

### SIZING AND ALIGNING THE TABS PALETTE

If you click on the zoom/alignment box of the tab palette, the palette will resize itself to the same width as the currently selected text block (or blocks). It will also align its left edge with the left edge of the text block, for accurate positioning of the tabs. If the tab palette is not as wide as a text block you click in, the tab palette will resize to be large enough to reflect the whole text block.



### RELATIONSHIP BETWEEN TAB CHARACTERS AND TAB STOPS

A tab character is like a space character, except that it is “variable” width. You can put tab characters into a flow of text simply by typing the Tab key. The layout of text containing tab characters depends on the tab stop information for that paragraph. Tab stops have both a position (relative to the left edge of the text block) and a type, which dictates how to format the text. If there are no tab stops defined, automatic tabs are used (see section later in note).

### TAB STOP PLACEMENT

Tab stops can only be placed at whole point increments (from the left edge of the text box). If you are in other measurements such as inches or millimeters, the tab stop will align to the nearest whole point equivalent.

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## NUMERIC POSITION

As with the Info palette, the tabs palette has a numeric readout that reflects the position of the current tab stop, in the current ruler units. You cannot type new values into this field. You can toggle between ruler units - points, inches or millimeters - by clicking on the value.

## SNAP TO RULER UNITS

The “Snap” check box on the tab palette controls whether or not tab placement will snap to ruler units. If you are in a measurement other than points it will snap to the nearest point equivalent to the ruler unit selected. Holding down the Control key will activate this behavior temporarily, so if you’re dragging a tab and want it to snap to ruler units, you can hold down Control during the drag operation. Similarly, if you’re in snap mode and you wish you weren’t, holding down Control will turn off snap as long as the key is held down.

## DEFAULT (AUTOMATIC) TAB STOPS

If you don’t define any tab stops at all, there are “automatic” left-aligned tab stops every half inch. These automatic tab stops are also supplied after the last user-defined tab stop in the ruler. Thus, if you set up, say, two tabs in the ruler, you can still use the tab key after the second tab stop, and the current point will move to the nearest half-inch increment. This behavior mimics most word processing applications.

## TAB TYPES & TEXT ALIGNMENT TO TAB STOPS

There are four types of tab stops: Left, Center, Right, and Decimal-aligned. With left-aligned tabs, the current point just jumps to the next left-aligned tab stop whenever a tab character is encountered. Right, Center, and Decimal tabs are a kind of in-line formatting applied to some part of a line of text. The text affected by one of these tab stops depends on how line-wrapping is performed, and where the tab characters fall in the text flow. For the sake of description, the text affected by one of these tab stops will be called a column. It may or may not actually look like a column, depending on how many lines in a row are formatted using tab stops.

A column is defined to be the text between the first applicable tab character and either the right margin or the next tab character, whichever comes first. That is, if you have a centered tab stop in your paragraph format, the text that is actually centered around that tab stop will be defined to start at the first tab character preceding the tab stop, and will end either at the right margin or at the next tab character. Space characters are centered along with other text around such a tab stop.

Given a column of text as just defined, a Right-aligned tab stop will format all of the affected text to align its right edge with the location of the tab stop. A Center tab stop will similarly cause the column of text to be centered about the location of the tab stop, and a Decimal tab stop will center the column of text around the Decimal character, if one is found (.). If a decimal is not found, a Decimal tab stop behaves like a Right tab stop.

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## CREATING, MODIFYING, DELETING TAB STOPS

To create a new tab stop, click just above the ruler, in the Tab Area. The tabs can be moved back and forth as you create them by dragging. If you want some kind of tab other than a Left tab, select it (by clicking once on the tab stop) and change its type with the buttons in the upper left of the Tabs palette.

To delete a tab stop, drag it all the way off the left edge or the top of the ruler. Dragging off the right edge of the ruler does not delete a tab stop, so that you can create tab stops past the end of the ruler (the numeric readout will reflect the tab's position even though you can't see it).

If you hold down the Shift key while dragging a tab stop, all the tab stops to the right of the currently selected tab stop will move with the one you're dragging. You can use the Shift key intermittently when dragging a tab stop to get some quite powerful behavior in modifying a set of tab stops.

## DEFINITION OF A GRAPHIC TAB

A graphic tab allows the use of an Illustrator drawn line to act as a tab stop. Even though the graphical tab stop doesn't show a position indicator in the tab ruler palette; it will act as a normal left justified tab stop.

## CREATING A GRAPHICAL TAB

To create a graphical tab stop in Illustrator 5.5 you would create your text paragraph normally (refer to chapter 6 in the user guide) then you would use the pen tool to draw a line within the paragraph and position its location where you would want the tab stop to be (Note-The drawing of the line might be easier done if you are working in artwork mode), making sure that the paint style on the drawn line has no fill and no stroke. Then select both the line and the text block using the selection tool. Then go to the type menu and select the make wrap command. This will allow you to use that line as a tab stop.

## DELETING TAB CHARACTERS FROM TEXT

To delete a tab character, highlight the space immediately before the tabbed text and replace it with a space as needed. If you want to delete all tabs from a text block, highlight the space just before a section of tabbed text and copy it (the tab character) to the clipboard (Command C). Under Filters, select Text, Find and paste (Command V) the tab character (which will appear as just a blank space) into the Find what box. Type a space into the Replace with box. You can then replace your tabs one at a time or all at once.

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