

Using Tabs- Creating Leader Tabs/ Watermarks

Always set your tabs BEFORE you start working...

Aligning Text with Tabs:

Tab is used to set a specific location in a document. Use tabs instead of pressing the space bar. Tab stop is a predefined position in the document that you can align tabbed text.

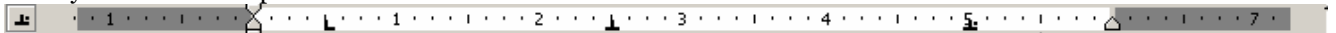


Click the tab type, and then set by clicking the place you want the tab.

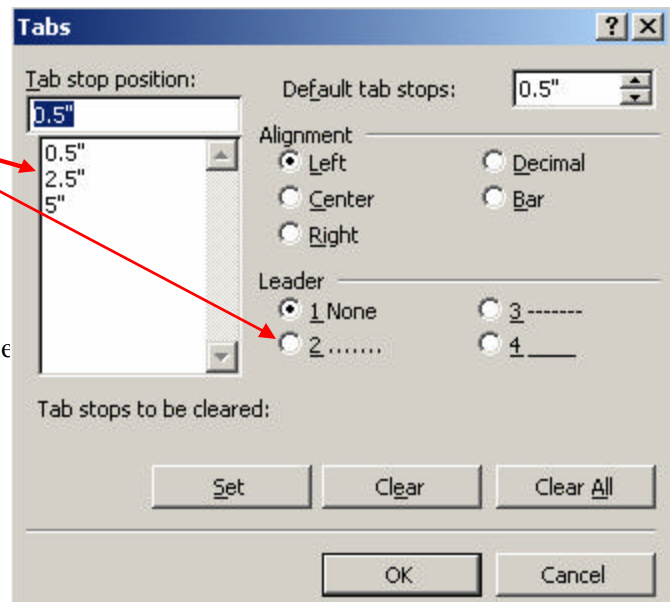
Can then set up left , center , right , decimal  and bars . (See page Word C-15 in your book for more)

Creating Leader Tabs

1. Once your tabs are in place



2. Select FORMAT → TABS
3. Tab menu allows you to modify each tab stop (change alignment or create a “leader” for the tab).
4. Select the tab stop that will have a leader tab to it, then select the leader.
5. Select OK- Start your work



Add a watermark to a printed document

To print a [watermark](#), you must insert it into a header or footer. The watermark is printed wherever you place it on the page — it doesn't have to be confined to the area at the top or bottom of the page.

On the **View** menu, click **Header and Footer**.

On the **Header and Footer** toolbar, click **Show/Hide Document Text** to hide the text and graphics in the main document.

Insert a graphic — a drawing object such as an [AutoShape](#), clip art, WordArt, or picture — or insert a text box.

On the **Header and Footer** toolbar, click **Close**.

Notes: To view a watermark as it will appear on the printed page, use print layout view or print preview. If the watermark interferes with the legibility of the text on the page, you can lighten the object you used to create the watermark.

1. On the **Format** menu, point to **Background**, and then click **Printed Watermark**.
2. Do one of the following:
 - To insert a picture as a watermark, click **Picture Watermark**, and then click **Select Picture**. Select the picture you want, and then click **Insert**.
 - To insert a text watermark, click **Text Watermark**, and then select or enter the text that you want.
3. Select any additional options that you want, and then click **Apply**. For Help on an option, click the question mark, and then click the option.
4. To view a watermark, as it will appear on the printed page, use print layout view.

Tip: If you want to use an object, such as an AutoShape, as a watermark, you can manually paste or insert it into the document header. You cannot use the **Printed Watermark** dialog box to control these settings.