CS 200

Word Processing Basics

Ruler Settings

Correct settings on a ruler allow for greater flexibility in document creation and layout.

Margins

The boundaries of your text on either side of your page

Tabs

A position set on the ruler for irregular alignment of text.
Margins

First Line Indent Marker
- The upper triangle on the left side of the ruler
- Decides where the first line of a paragraph begins

Left Indent Marker
- The lower triangle on the left side of the ruler
- Decides the second and subsequent line position
- The bottom rectangle moves the first line indent and left indent marker together

Right Indent Marker
- The lower triangle on the right side of the ruler
- Decides where the line ends on the right before

Regular Paragraph Indentation

When typing a series of indented paragraphs, you can set the first line indent (upper triangle) to the point on the ruler that you want the first line of each paragraph to indent to. When you hit Return to begin a new paragraph, the new paragraph will automatically indent to that point as well. See The Mac is not a Typewriter for more details.
Hanging Paragraph Indentation (1)

- Observe that the first line indent marker (upper triangle) is farther to the left than the indent marker (lower triangle).
- *This is because the text begins at a different point on the ruler than the bullet does.*

Hanging Paragraph Indentation (2)

- Observe that the first line indent marker (upper triangle) is farther to the left than the indent marker (lower triangle).
- *This is because the text begins at a different point on the ruler than the bullet does.*
  - With nested bullets, both the first line indent marker and the left indent marker have moved to the right, since the text begins farther to the right.

You can also create hanging indentation like this, without using bullets.
Observe that the first line indent marker is once again farther to the left than the left indent marker is.
Tabs

Default tab stops are at every .5 inch on a ruler.
Manual set tabs override these tabs, which you can insert using the black arrow.
You can move manual tabs along the ruler to change the tab position.
You can also change the tab alignment, as seen below:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decimal</td>
<td>Right</td>
<td>Left</td>
<td>Centred</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>pounds</td>
<td>salted</td>
<td>butter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>ml</td>
<td>chocolate</td>
<td>milk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hard & Soft Carriage Returns

Soft Carriage Returns

• When you’re typing within a paragraph and you reach the end of the line, your type continues on the next line automatically.

Hard Carriage Returns

• When you start a new paragraph and press enter to force the cursor to start on a new line.

• As you will learn in *The Mac is Not a Typewriter*, you should not use hard carriage returns to make spaces between lines or paragraphs, or to organize your page. What should you do instead?
Most Important Concepts from Mac Is Not a Typewriter

For each of the following think of Why and What you should do instead

• Underlining
• All CAPS
• Spaces between Sentences
• Hyphens, En Dashes and Em Dashes
• Sans Serif and Serif Fonts
• Widow and Orphan Control
• Proper Text Alignment and Justification
• Line Spacing
• Paragraph Spacing