

# Using the OWrite Ruler

The OWrite ruler can be used to manipulate a paragraphs tabs and indents and the top, left, right and bottom document margins.

## Tabs

Without adding any custom tabs to a paragraph, tab characters can be inserted into the document by pressing the tab key and text will be positioned according to the OWrite default tab position.

Using the ruler you can place, remove and move tabs. Supported tabs are left, centre, right and decimal. Once a custom tab is placed the OWrite default tab position is ignored up to the last custom tab in the paragraph. If more tab characters are inserted than available custom tabs, the OWrite default tab position will be used again after the last custom tab.

### Developer Note:

The default tab position can be changed via the \$deftab property.

## Placing a Tab

Repeatedly click the tab button to the left of the ruler until the desired tab style is shown.



Now click in the ruler to place the tab.



## Removing a Tab

Click and drag the tab away from the ruler and let go. A trash can will appear while dragging outside the ruler.



## Moving a Tab

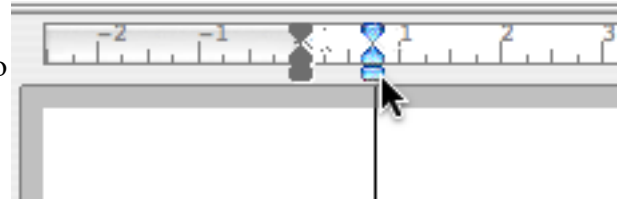
Click and drag the tab to the left or right to move a tab.

## Indents

Using the ruler you can change a paragraph's left, right and first line indents.

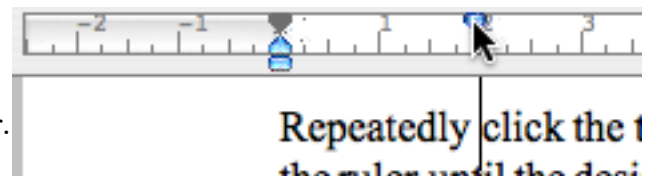
### Changing both left and first line indent

Click and hold the hanging indent button and drag to the desired location in the ruler.



### Changing first line indent

Click and hold the first line indent button (top button) and drag to the desired location in the ruler.



### Changing left indent

Click and hold the left indent button and drag to the desired location in the ruler.



## Document Margins

The ruler can also be used to change the overall document margins by grabbing the edge between the white ruler area and the gray margin area.

For example, to change the top margin click and drag the edge as shown in the image.

