

040b73747265616d747970656481a203840163c48403737373810a0a810b0b815f5f84012584067f411b312d37OneVision-Type: Ruler and Tabs

## Ruler and Tabs

The ruler of a text frame is only visible in the <sup>a</sup>Edit Element<sup>o</sup> mode and only if a text cursor is visible in the selected frame. You can hide and show ruler with the appropriate commands in the *<Format/Text>* menu  
(;../OneVision/MainMenu/Format/Text/HideRuler.rtf;:-).

paste.tiff ↵

*Figure: The ruler, shown when entering text in OneVision-Type.*

The ruler can be used for the following actions:

- setting tabs
- changing and deleting tabs
- aligning text
- changing first-line, left, and right indentation

In addition, a ruler bar is displayed on top of the current text frame, showing its measure.

Settings you make in the ruler affect all paragraphs that are currently selected, or the one in which the text cursor is located.

### Setting Tab setzen;↵tabs

There are four types of tabs supported by OneVision-Type:

- 557288\_paste.tiff ↵ flush-left tab
- 363137\_paste.tiff ↵ flush-right tab
- 64264\_paste.tiff ↵ centered tab
- 48243\_paste.tiff ↵ decimal-aligned tab

You can specify the character to be used for decimal alignment by clicking on the symbol:

896651\_paste.tiff ↵

A panel will then appear in which you can enter the character you want to use as a decimal point. This character will be used as the alignment point for decimal tabs.

523586\_paste.tiff ↵

*Figure: Panel defining the comma as the decimal tab alignment character.*

You can set new tabs by clicking on the symbol of the type of the tab you want and, keeping the mouse button pressed, dragging the tab icon to the desired position on the ruler bar.

Note: Changing the alignment character in this panel affects all decimal tabs in the selected paragraphs. If you want to change only on particular tab, you have to use the Tab List (`;/../TextStyleTool/TabPanel.rtf;Dezimalzeichen;↵`).

### **Setting Tab numerisch;↵tabs numerically**

Tabs can also be set numerically, by specifying an exact position for them. To do this, double-click the tab type you want to set. A panel appears in which you can enter the position.

627240\_paste.tiff ↵

*Figure: Panel for entering a tab position numerically.*

### **Changing and deleting tabs**

The position of a tab can be changed by clicking on its icon in the ruler bar and dragging it to the new location. To delete a tab, drag it outside the ruler bar.

Hint: Double-clicking anywhere in the ruler area opens the *Tab List* panel in which all set tabs are listed and can be manipulated (;../TextStyleTool/TabPanel.rtf;;~).

## **Aligning text**

On the right of the tab symbols, there are four icons for specifying the alignment of text:

181367\_paste.tiff ~ flush-left text

834342\_paste.tiff ~ flush-right text

186173\_paste.tiff ~ centered text

209098\_paste.tiff ~ justified text

## **Changing first-line, left, and right text indentation**

25043\_paste.tiff ~, 953967\_paste.tiff ~ and 313118\_paste.tiff ~ symbolize the indentation for the first line, the left margin, and the right margin of a paragraph, respectively. By dragging these symbols into new positions, you can modify these settings.

Note: These changes will affect the entire paragraph in which the text cursor is located. If several paragraphs are selected, the settings for the first selected paragraph are shown. Changes affect all of them.

You can conveniently transfer the settings of the ruler of a paragraph to another one using the *<Copy Ruler>* (;../OneVision/MainMenu/Format/Text/CopyRuler.rtf;;~) and *<Paste Ruler>* (;../OneVision/MainMenu/Format/Text/PasteRuler.rtf;;~) menu commands.

Next:       ;../TextStyleTool/TabPanel.rtf;;~ Tab List  
             ;../DTPElement/Preferences.rtf;;~ OneVision-Type

# Preferences

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