

Re: Tabs and hanging indents

Source: <http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.word/2004-04/0473.html>

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Date: 04/20/04

Date: Mon, 19 Apr 2004 23:33:25 -0400

What I think is happening:

Unless you have changed it, all of your text is in the Normal style by default in a new doc. Sometimes Word will helpfully update the style according to the manual formatting you apply.

A couple of things.

Under Tools | AutoCorrect, AutoFormat as you Type tab, uncheck most of the options, especially any you don't understand, and especially "define styles based on your formatting." (that dialog is the source of most of Word's "helpful" habits)

Then go to Format | Style. The dialog should come up with the Normal style already selected. Make sure its definition does not include a tab. If you need to, click on Modify, check add to template but **not** automatically update, and use the Format menu at the bottom of the dialog to change the tab settings.

Hope that helps,
DM

"Michael A. Burstein" wrote:

- > *There's probably an answer to this in help or in the manual, but I*
- > *can't find it.*
- >
- > *It used to be, in Word 5, that when I indented a paragraph, I just hit*
- > *the TAB key. That created the indent.*
- >
- > *Now, when I do that, Word automatically and "helpfully" moves the*
- > *indent in the ruler, so every time I hit return for a new paragraph,*
- > *the new paragraph is automatically indented.*
- >
- > *The problem is that I don't want it to do that. For example, if I*
- > *copy the document into an email, all my paragraph indents disappear*
- > *because they don't exist as TABs in the first place. They're*
- > *automatically indented.*
- >

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- > *Could someone please tell me how to turn this feature off for good, so*
- > *it doesn't keep reappearing in odd ways? I just want it gone.*