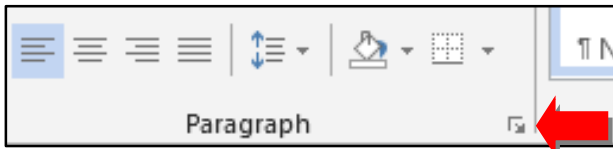


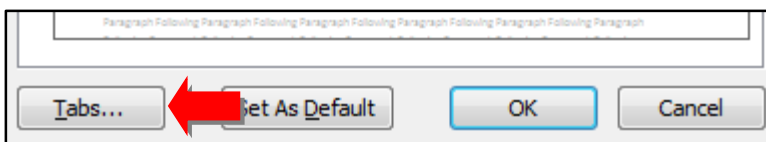
### Creating Custom Tabs

Sometimes when you need to indent a line (or lines) of text, you need a different indent size than the default of Word 2016. You can create your own tab settings in Word 2016.

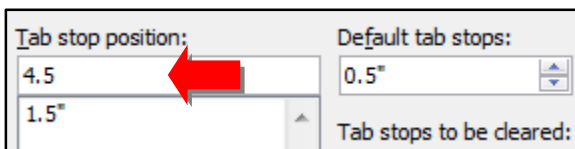
1. In the **Paragraph** section of the **Home** tab, select the arrow in the lower right corner.



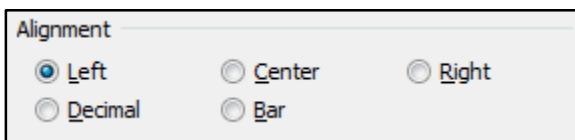
2. In the Paragraph properties page, select **Tabs** in the lower left.



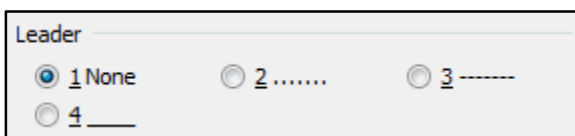
3. Add the location of the **Tab stop position** in inches.



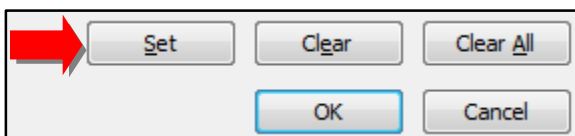
4. Set the alignment of the text at the tab stop position.



5. Select a leader (line) that will appear between two tab stops when text is present.



6. Select **Set**.



7. Add any additional tab stop positions.

8. Select **OK** when done.

