

Technical Tip: Removing Tabbed Indents (PC)

- (1) To see if you do indeed have tabbed indents, open your document navigate to the Home ribbon.
- (2) On the Home ribbon, in the Paragraph section, click the button that looks like a backward P. When you do that, it will show you all of the spaces, the paragraph returns, and the tabs (which will appear as arrows).
- (3) If you see those arrows at the beginning of your paragraphs, you want to remove them. You want the styles you created to automatically include the indents on the paragraphs without these hard tabs.
- (4) To remove them, from the Home ribbon, go to Find and then Advanced Find.
- (5) Click on the Replace tab, and if necessary, the More button that will appear on the bottom left and will open up the box a bit more.
- (6) Put your cursor in the Find what line.
- (7) Now go to the bottom of the expanded box and click the dropdown on the middle button that says Special.
- (8) This will open up a long list of items. You should find Tab Character near the top. Click on it from the list, and it will automatically put a carat and a “t” in the Find What line.
- (9) Leave the Replace with line empty.
- (10) You can press Replace All if you’re fairly confident that the manuscript has tabs only at the paragraph starts (that is, you won’t be messing up some charts you created and used tabs for, etc.). Otherwise, just do Replace one at a time and accept as you go.