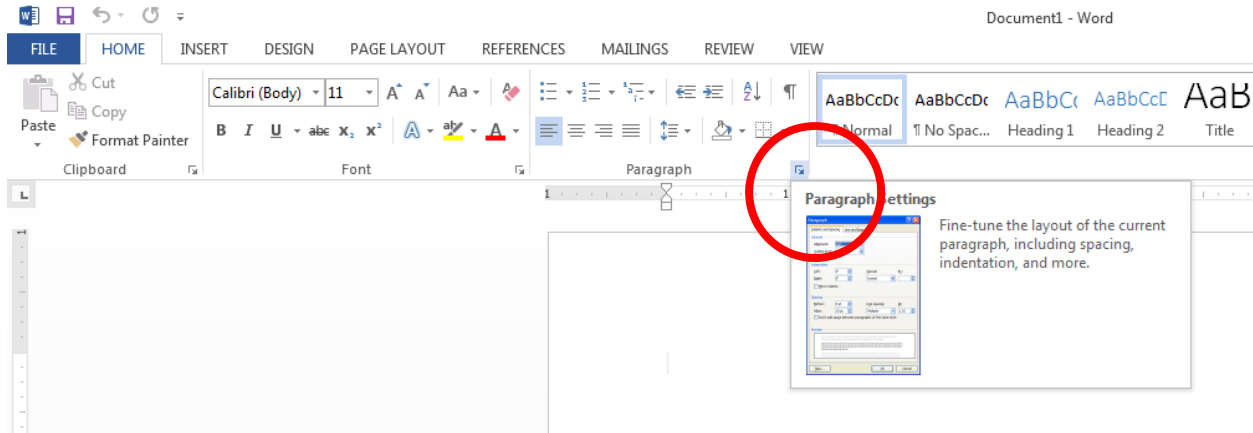
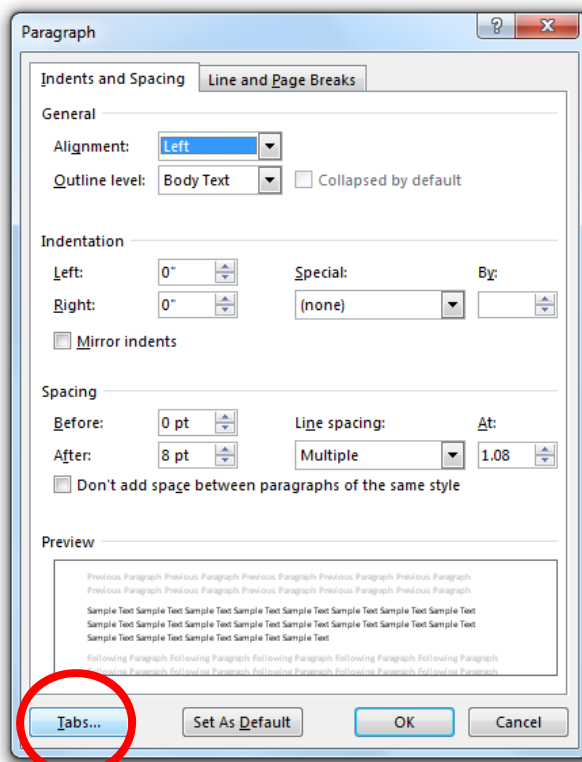


How to set a right margin for resumes (dates & locations)

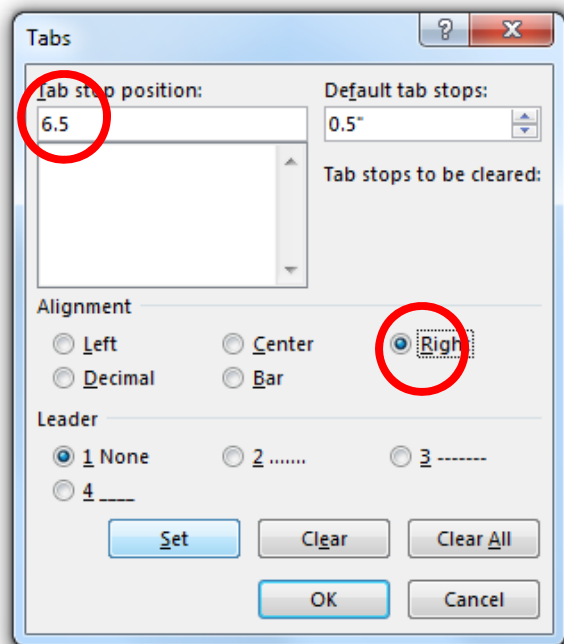
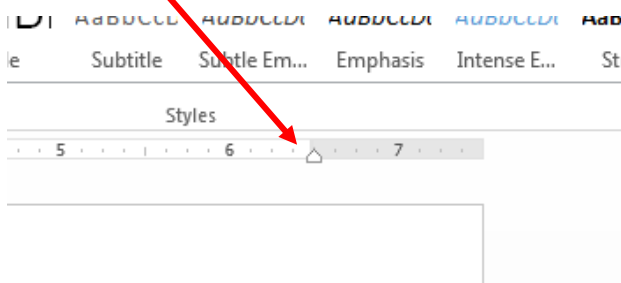
1. Go to the Paragraph Settings



2. Click on the Tabs button



3. Enter 6.5 (or the end of your margin) for the tab stop position and set the alignment to Right. Click on the Set button and then click OK.



Now, when you type a word in your document and then click Tab, it will tab over 6.5 inches to the right of the page and will be right aligned. This makes it easier to have the dates and locations lined up on the right hand side of the page!