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

1. Go to the Paragraph Settings



2. Click on the Tabs button

3.

aragraph	
Indents and Spacing Line and Page Breaks	
General	
Alignment: Left	
Outline level: Body Text Collapsed by default	
Indentation	
Left: 0° Special: By:	
<u>R</u> ight: 0° 🚖 (none) 💌 🚔	
Mirror indents	
Spacing	
Before: 0 pt 🚔 Line spacing: At:	
After: 8 pt 🜩 Multiple 🔽 1.08 荣	
Don't add spa <u>c</u> e between paragraphs of the same style	
Preview	9 9
Previous Panaraph Previous Panaraph Previous Panaraph Previous Panaraph Previous Panaraph	labs
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text	Tab stop position: Default tab stops:
Sample Teot Sample Teot Sample Teot Sample Teot Sample Teot Sample Teot	6.5 0.5
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Proving Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph	
	Tab stops to be cleare
Tabs Set As Default OK Cancel	
er 6.5 (or the end of your margin) for the tab stop	Alignment
ition and set the alignment to Right. Click on the Set	
ton and then click OK.	<u>Lett</u> <u>Center</u> <u>Righ</u>
ANDULLU ANDULLUI ANDULLUI ANDULLUI AND	<u>D</u> ecimal <u>B</u> ar
Subtitle Subtle Em., Emphasis Intense E., Stu	Leader
	◎ <u>1</u> None
Styles	<u>04</u>
5 · · · · · · 6 · · · 7 · · · .	Set Clear Clear All
	OK Cancel
	[

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!