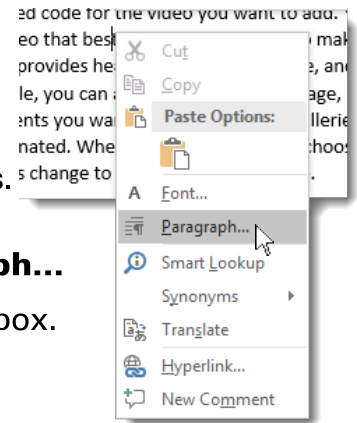




Indenting Paragraphs

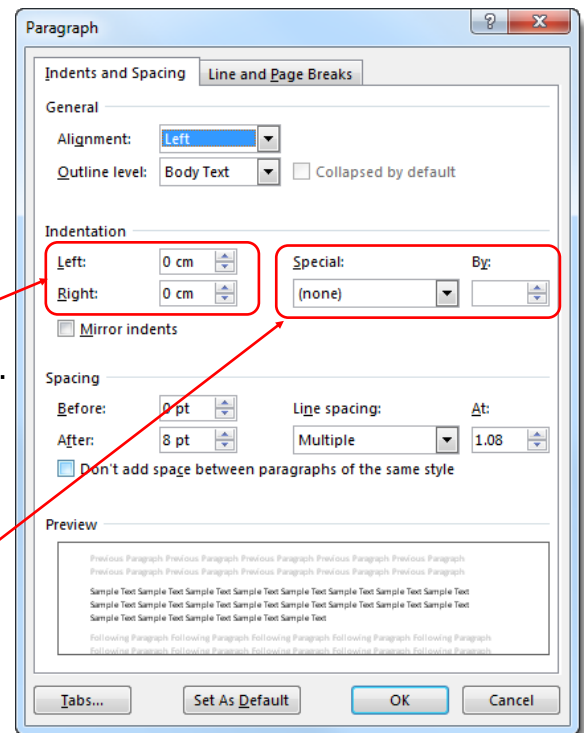
Indentation determines the distance of the paragraph from either the left or right margins. It is used for stylistic purposes, for example left and right indents often set off long quotations.

1. To change the indentation of just one paragraph, click anywhere in that paragraph. To change the indentation of more than one paragraph, highlight the appropriate paragraphs.
2. Right-click on your selected paragraph(s). Then select **Paragraph...** from the short-cut menu. This will open the **Paragraph** dialog box.



Note:
If you simply want to increase or decrease the left indent, click **Increase indent**  or **Decrease indent**,  located on the **Home** tab, in the **Paragraph** group.

3. Click the **Indents and Spacing** tab.
4. Adjust the measurements in the **Left:** and **Right:** boxes under **Indentation** as appropriate. This will indent the selected paragraph(s).
5. To create a hanging or first line indent, click on the **Special:** box and choose the appropriate option, adjusting the measurement in the **By:** box.

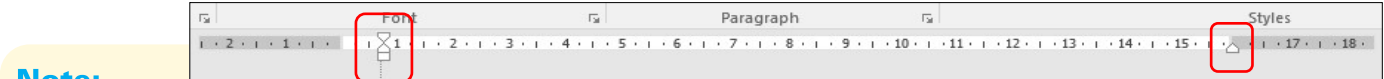


Example of a first line indent:

To change the indentation of just one paragraph, click anywhere in that paragraph. To change the indentation of more than one paragraph, highlight the appropriate paragraphs.

Example of a hanging indent:

To change the indentation of just one paragraph, click anywhere in that paragraph. To change the indentation of more than one paragraph, highlight the appropriate paragraphs.



Note:
You can also use the indent markers on the ruler to change left and right indent. Simply click and drag the marker to the desired position.