TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wanted to specify the indention of your paragraphs in a very important document to assure that it looks its very best?

How to select indention for a paragraph

The space or distance between the page margin and the text in a paragraph is called indent. These are applied to set the margins of a selected paragraph.

In a document, margins determine the overall width of the main text area or in other words, the space between the text and the edge of the page. Indentation determines the distance of a paragraph from either left or right margins. There are several types of indents that can be used in a document. These are:

- First line indent is the distance between the first line of the paragraph and the left margin.

- Left indent is the distance between the start of each line of the paragraph and the left margin.

- Right indent is the distance between the end of each line of the paragraph and the right margin.

- In hanging indent, the first line of the paragraph is not indented and all other lines start at same distance from the left margin. The first line 'of the paragraph usually starts from the left margin.

To indent a paragraph, follow these steps.

1. Select the Paragraph you want to indent.

2. Select the **"Paragraph"** command from **"Format"** drop down menu; **"Paragraph"** dialog box appears.

3. Specify values in Left and Right fields of indentation and click the **"Ok"** button of the dialog box.