Indentation using the Ruler for Microsoft Word

Using a ruler in Microsoft Word can insure that your paper has proper indentations to meet specific standards or requirements for certain classes or businesses.

- In this tutorial you will learn how to use the ruler function in Microsoft Word 2010 to make indentations in your word document.

**Step One:** To view the ruler in your Microsoft word document first you must open either a new document or an already saved document.

**Step Two:** Once your document is open at the top of your page select the tab entitled VIEW, it is the last word at the top of the page.

**Step Three:** Once you have selected VIEW, in the box entitled SHOW you will see three prompts: RULER, GRIDLINES, NAVIGATION PLANE. To view your ruler select RULER.

In the show section, select the first prompt RULER.
Step Four: You will see a ruler on the left hand side of your document and at the top of your document under the toolbar.

Step Five: To adjust the LEFT indentation using the ruler simply select the hour glass shape, click and drag to the left or right to adjust the LEFT indentation for the document.
Step Six: To adjust the RIGHT indentation select the triangle shape, click and drag right or left to adjust the RIGHT indentation.

Step Seven: You also adjust the TOP margin and BOTTOM margin similar to the LEFT and RIGHT indentation.
Step Eight: To adjust the TOP margin on the left ruler hover your mouse over the line that separates the gray space from the white space. A double arrow should appear, when the arrow appears click and drag the gray space up or down to adjust the TOP margin.
Step Nine: To adjust the BOTTOM margin scroll to the bottom of your document. You will see a gray space on the bottom of the ruler. Like you did for the top margin hover your mouse over the line that separates the gray from the white, when a double arrow appears click and drag up or down to adjust the BOTTOM margin.

Finish: After following the steps above to adjust both sets of margins you will be able to adjust any margin for any word document you create using the left and top rulers.