Hanging and Line Indents

- When you open a new document, the margins are set at one inch from each side of the paper. You can change this easily by using the LINE INDENT markers. You can adjust indentations in your paragraphs by using the HANGING INDENT marker.
- Margins and indentations are set up on the ruler bar of the document.

Locate the Ruler Bar

To locate the RULER BAR, click on the view tab of the ribbon. The RULER BAR is found under the Show section.

Setting a Line Indent

Step 1: On the ruler bar, you will see the LINE INDENT and HANGING INDENT markers. These are the only stops located on the bar when you open a new, blank document. The stops are set to create a one inch margin from the sides of the paper.

Step 2: To set the left LINE INDENT, simply click on the ruler bar at the location you want the first sentence of each paragraph to start.
Now when you type your document, the first line of your paragraph will begin at the **LINE INDENT** stop. A new paragraph is triggered by using the **ENTER** key.
Setting a Hanging Indent

**Step 1:** A **HANGING INDENT** makes all the line except the first line begin at the stop. On the ruler bar, click and hold the triangle attached to the **HANGING INDENT** marker. Slide it to the position you want all but the first line of your paragraph to begin.

Here we have set a **HANGING INDENT** where all other lines but the first line of your paragraph will be indented. This is useful for setting up bibliography and reference material.
Setting the Margins

Step 1: **LEFT MARGIN** - On the ruler bar, hover your mouse over the indent markers by the margin line. You will get a two-headed arrow symbol.

Set the left and right margins by hovering over the ruler bar at the margin mark. Click, hold and slide.

Set the left and right margins by hovering over the ruler bar at the margin mark. Click, hold and slide. Here you have made the margins two inches on each side.
Shortcut Tip! Instead of using the ruler, you can select the PAGE LAYOUT tab on the ribbon and under Page Setup, click Margins to use pre-set margins and save your margin creation as a Custom Margin (covered in the Margins Icon tutorial).

Finish: After following the above steps, you can set paragraph indentations and margins as needed in your documents.