Paragraph Indentation

Walden University Academic Skills Center

APA asks that writers indent each paragraph .5 inches. To ensure that each paragraph is indented the correct amount of space, writers should let Word adjust this formatting automatically. Word provides a couple of options for indenting paragraphs:

Option 1:
1. Place the cursor before each new paragraph
2. Select the “tab” key on the keyboard; this key usually appears on the top row of the letter keys on the left-hand side of the keyboard

Option 2:
1. Place the cursor before each new paragraph
2. Adjust the ruler settings at the top of the Word document, moving the top carrot to the .5 inch mark

![Paragraph Indentation](image)