

Word 2007 Indenting

Indenting allows you to control the amount of blank space to the left and right of the individual paragraphs of your Word 2007 document. There are four basic types of indenting in Word 2007:

Left indent – Every line of the paragraph is spaced a set amount away from the left margin. This paragraph is formatted with a half inch left indent. The document has a one inch left margin, and the text of this paragraph is set in an extra half inch from that.


Right indent – Every line of the paragraph is spaced a set amount away from the right margin. This paragraph is formatted with a half inch right indent. The document has a one inch right margin, and the text of this paragraph is set in an extra half inch from that.

First line indent – The first line of the paragraph is spaced a set amount further away from the right margin than the rest of the lines of the paragraph. This paragraph is formatted with a half inch first line indent. The first line is indented one half inch away from the left margin, and the rest of the lines of the paragraph reach the margins.

Hanging indent – Every line after the first line of the paragraph are spaced a set amount further away from the right margin than the first line. This paragraph is formatted with a half inch hanging indent. The first line of the paragraph reaches the margins, and the rest of the lines in the paragraph are indented one half inch.

You can format a paragraph with more than one of these types of indentations at the same time. For example, this paragraph has a half inch first line indent, a half inch first line indent, and a half inch right indent. Every line of the paragraph is indented one half inch away from the left and right margins, and the first line is indented an extra half inch from that.

Adjusting Left and Right Paragraph Indentation from the Ribbon

Increase Right Indent - Select the paragraphs you wish to indent. On the **Home** tab, in the **Paragraph** group, click on the **Increase Indent** icon  to increase the right indent one half inch.

Decrease Right Indent – Select the paragraphs you wish to format. On the **Home** tab, in the **Paragraph** group, click on the **Decrease Indent** icon to decrease the right indent one half inch.

Setting Left and Right Indents – Select the paragraphs you wish to indent. On the **Page Layout** tab, in the **Paragraph** group, type the size of indentions you want in the **Left** and **Right** fields (Or click on the up or down arrows within the Left and Right field boxes to adjust the indent 0.1 inch at a time).

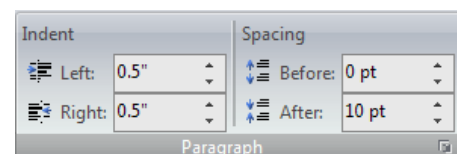


Figure 1

A note about selecting: *Indenting is paragraph level formatting. This means that indenting changes you make don't automatically apply to the whole document. If you want to change the indentation of existing paragraphs you have to select them first, and then make the change. If you don't select anything first, only the paragraph where your cursor is currently positioned will be formatted with the indenting changes you apply.*

Adjusting Indentation from the Paragraph Dialogue Box

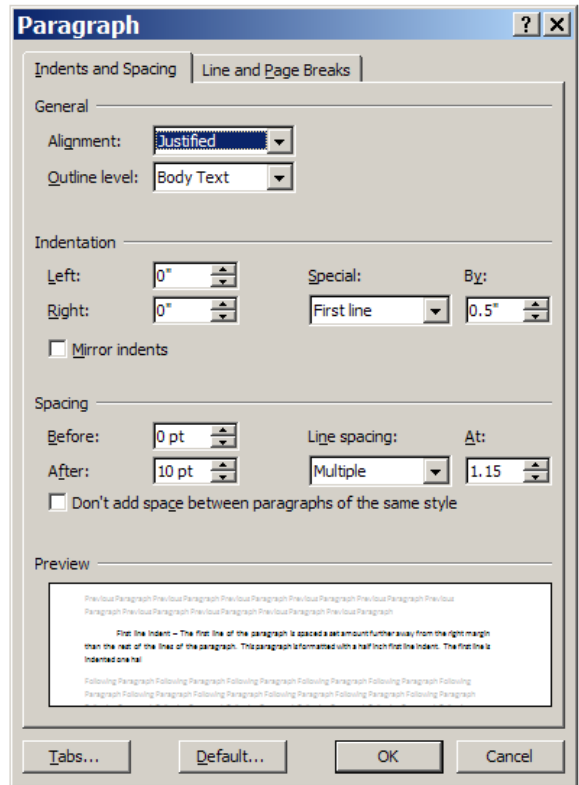
Notice the small icon in the bottom right hand corner of the **Paragraph** group (see Figure 1 on the previous page). Clicking on this icon opens up the Paragraph dialogue box.

First, select the paragraphs you wish to indent. Then, on the **Home** tab, click on the small dialogue box icon in the bottom right hand corner of the **Paragraph** group to open the Paragraph dialogue box.

You can type the size of left or right indents you want in the Left or Right fields, or you can click on the up and down arrows on the right side of those fields to adjust the size 0.1 inch at a time.

The **Special** drop down field box allows you to choose between **First line** and **Hanging** indents, and the **By** field allows you to set the size of the first line or hanging indent.

Click **OK** to apply the changes you have made.



Adjusting Indentation from the Ruler

You can adjust the indentation of paragraphs using the slider controls located on the ruler. When the ruler is turned on, it appears just below the ribbon. (To turn on the ruler, click on the **View** tab and put a check in the **Ruler** checkbox on the **Show/Hide** group.)



Clicking and dragging the upward pointed slider along the ruler moves the left indent. The downward pointed slider will move along with it. Clicking and dragging the downward pointed slider adjusts the indentation of the first line in the paragraph (the left indent slider will remain in place as you drag the first line slider). There is also another slider (not pictured here) on the right side of the ruler for adjusting the right indent.

Word 2007 AutoFormat and First Line Indents

If you tab over at the start of a paragraph (by hitting the tab key on the keyboard), Word 2007's AutoFormat feature may kick in, replacing the tab you typed with 0.5 inch first-line-indent paragraph formatting.

To turn this AutoFormat feature off, click on the **Office Button** and then click on the **Word Options** button at the bottom of the menu. Click on **Proofing** at the left of the dialogue box. Click on the **AutoCorrect Options** button. Click on the **AutoFormat as You Type** tab. Remove the check from the **Set left- and first-indent with tabs and backspaces** box. Click **OK**. Click **OK** again.