# INDENTATION IN MICROSOFT WORD

There are many types of indentation in Microsoft Word. Some of them can be a little confusing so here are some helpful tips to make it a little easier.

INDENTING WITH THE TAB KEY:

When you press the tab key, the default tab is set at ½ in. When you get to the end of your first paragraph and hit the enter key, it will automatically indent the first line of the next paragraph. If you do not want to indent any further paragraphs, hit enter and then the backspace once and that will take you back to the regular left margin.

If you want to indent less than half an inch, you can change your tab spacing. First make sure your ruler is visible at the top of the page. If you don't see the ruler, click on the View tab and then check the box next to where it says Ruler in the Show group.
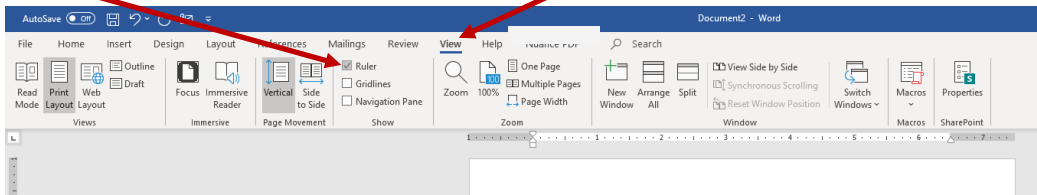
To add any tab distance, all you need to do is click on the ruler where you want your tab stop to be.
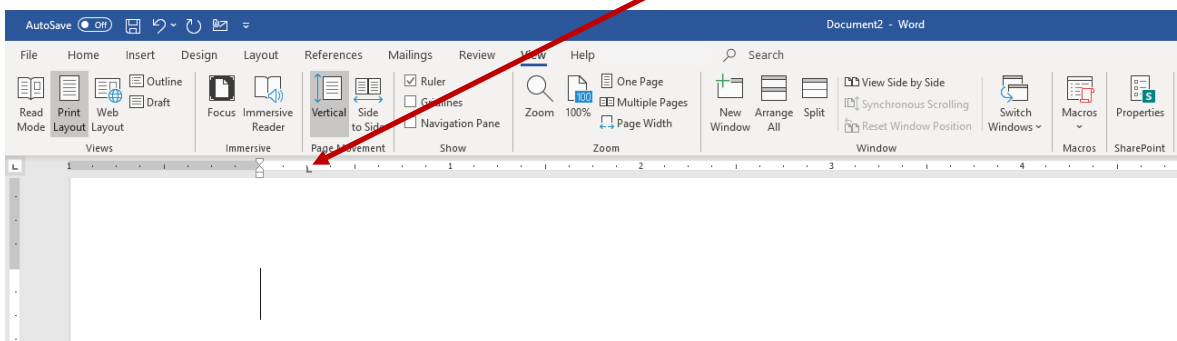

Your first tab will be wherever you click on the ruler and each time you hit the tab after that, it will go to the default of every half inch. You can add as many tab stops as you want. To remove a tab stop, just left click on the tab stop on the ruler and drag it off the ruler.

WHOLE PARAGRAPH INDENTATION:

If you want to indent a whole paragraph, type out your paragraph and hit enter. Then, highlight the paragraph by left-clicking and dragging your mouse so that the whole paragraph is highlighted. Hit the tab key to indent the paragraph.

Example of indenting a whole paragraph of the U.S. Constitution:

Highlight paragraph by left-clicking and dragging your mouse. Then, hit the tab key.
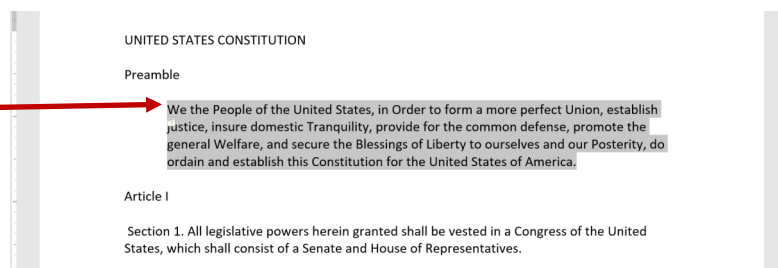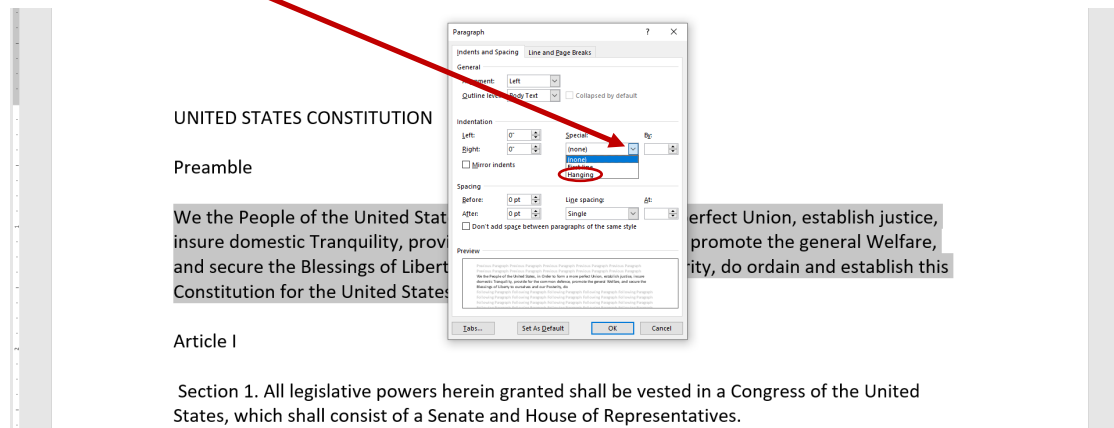
HANGING INDENT:

To create a hanging indent where the first line is at the left margin and all other lines are indented, highlight the paragraph and then right-click to bring up the options. Click on Paragraph… to bring up the dialog box.
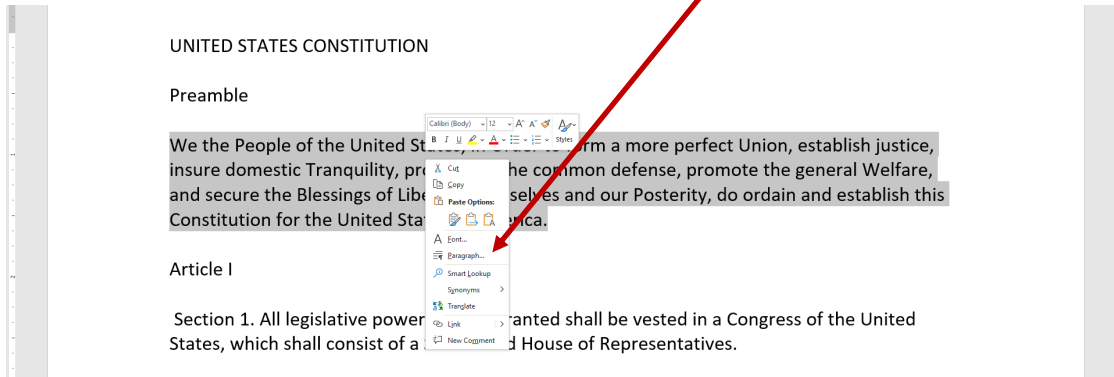
Click the arrow next to (none) in the Special area and then click Hanging and then OK at the bottom of the dialog box.

NOTE: If you only want one paragraph to have a hanging indent, make sure you type the paragraph first and hit enter before formatting the hanging indent. Otherwise, all your other paragraphs will have a hanging indent. After you format the paragraph, place your cursor at the line below to continue with no indentation.

After you finish your paper, you may decide that you'd like to either increase or decrease an indentation. You can do that by highlighting the paragraph you want to change and then clicking either the decrease indent button or the increase indent button under the Home tab.

Decrease indent   Increase indent