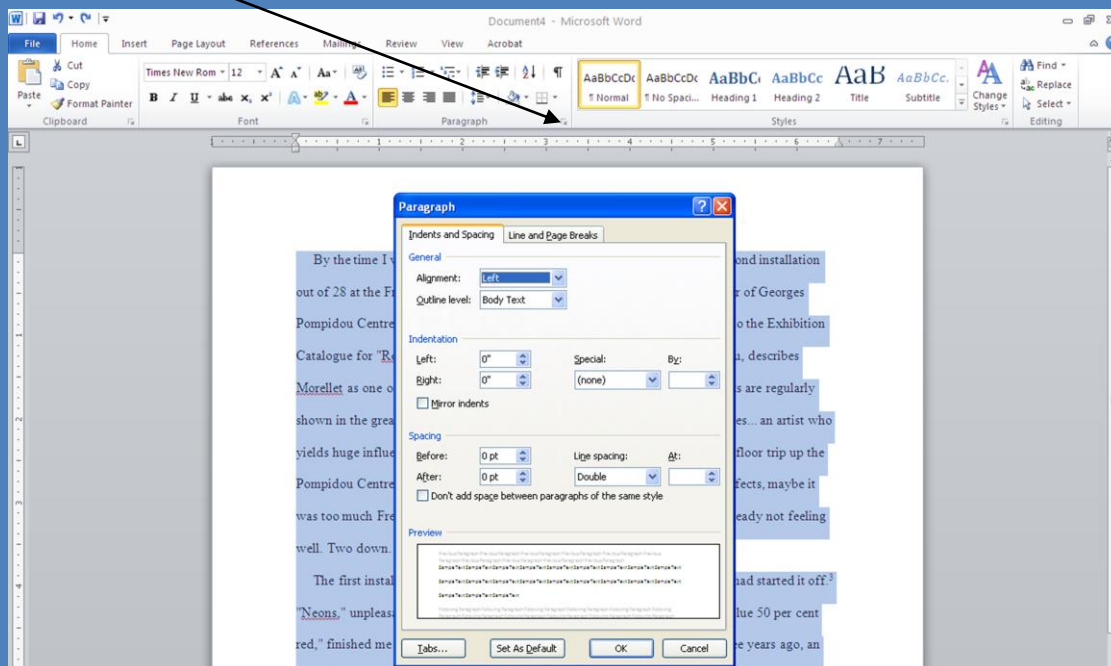


How do I... create an indent?

Highlight the text you want to indent. On the Home tab, click on the corner of the paragraph section to bring up the paragraph dialogue box or right click and choose “paragraph”



Choose “left” and/or “right” under indentation to indent a whole paragraph. Specify a value for how much indentation you need. Alternatively, choose “first line” to indent the start of each paragraph

