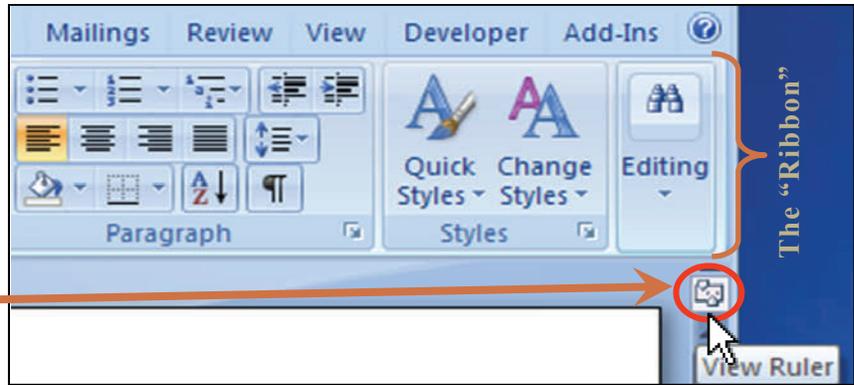


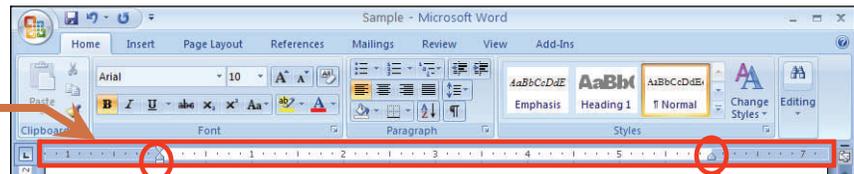
Adjusting Margins & Indentations with the Ruler

This short guide will show you how to adjust both margins and paragraph / bullet indentations in Word by using the ruler.

1.) My first step is to open up Word. If the ruler is not visible, I click on the **View Ruler** icon in the upper right corner of the screen, above the scroll bar and just below the **Office Ribbon**.



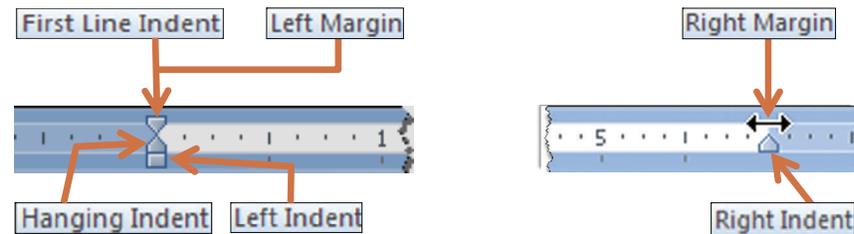
2.) The ruler now appears above my document. It is highlighted in this example.



3.) I'll adjust the small icons to the left and right of the ruler in order to change my indentations.



4.) In the diagrams at right, these icons are labeled as they initially appear on a document without selected text; the labels indicate which dimensions the icons control. Notice that the icons also straddle the ruler's light/dark divisions marking the pre-set left and right margin locations (see double-headed black arrow at right).

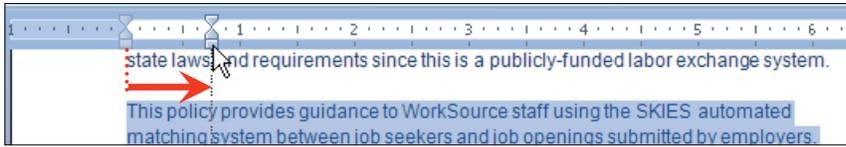


5.) I can change margins for the entire document by use of these margin indicators on the ruler. I hold the cursor over the triangular slider on either side, until I see the double-headed arrows. I then click and hold the left mouse button to select this function, slide the cursor to desired position, and release. The text now has the new margin I want.

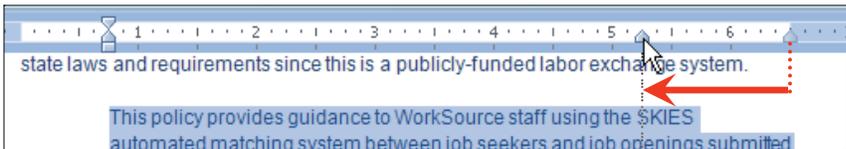


6.) Left and right margins may be changed on *selected sections* of text, such as extended quotations, by means of the **Page Setup** dialog box. However, the same effect can be achieved with the ruler by using the Left and Right Indent icons.

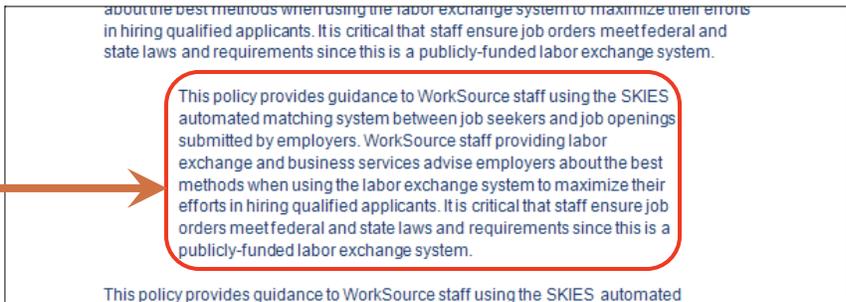
My first step is to select the text I want the new margins on. Then I place my cursor on the square Left Indent icon — see diagram at 4. above. I left-click, drag the icon to my desired new left margin for this selection, and release.



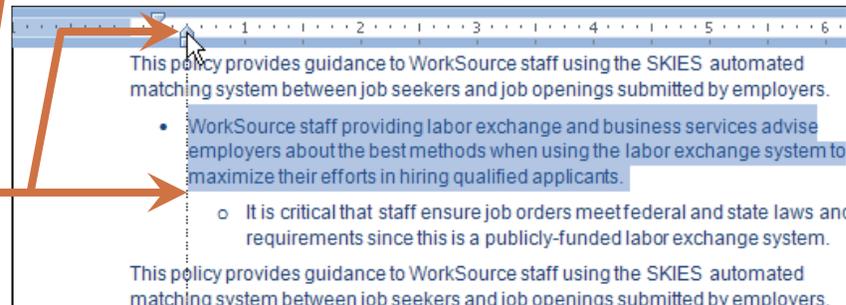
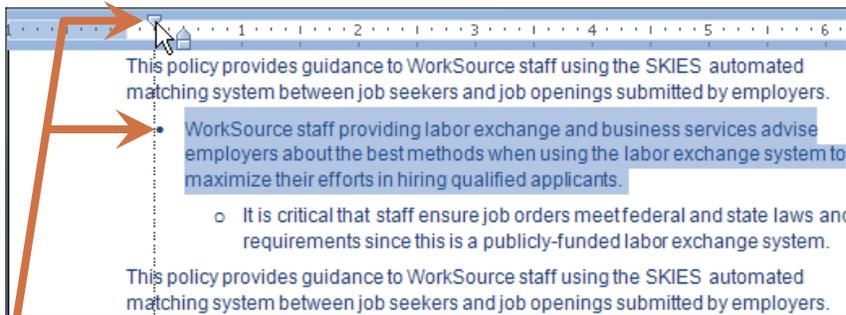
Then I do the same on the right side (notice the changed margin on the left from the previous step).



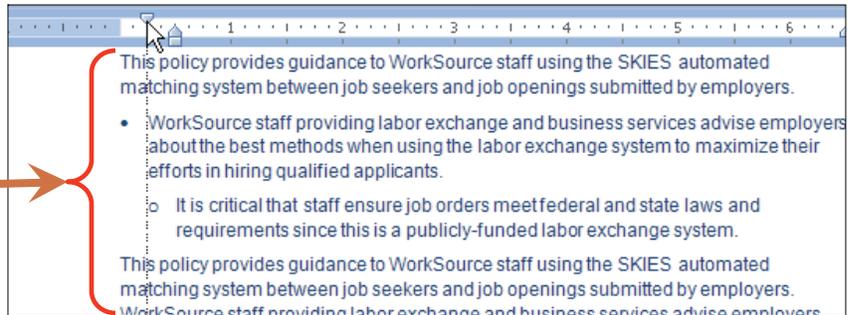
7.) Here is my revised text, with the new margins — or left and right indents, if you will:



8.) The indent icons on the ruler can also be used to adjust how bullets are displayed. Selecting a bulleted paragraph — or even placing a text insertion point cursor within one — causes the indent icons on the ruler to move in accordance with that selection. Here you can see that the location of the bullet itself corresponds to the “**First Line Indent**” icon, while the rest of the bulleted text lines up with the “**Left Indent**” icon.

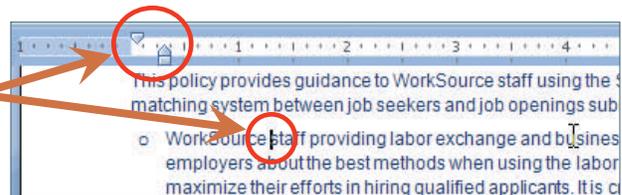


9.) By successively selecting both levels of bullets in the illustration above, and dragging the identified icons, as covered in 6. above, I was able to easily reformat the document to look like this:

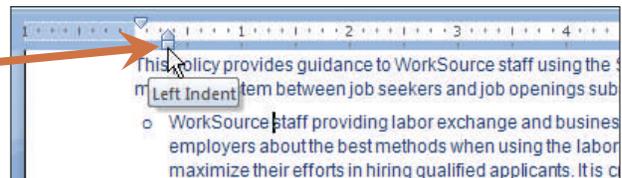


10.) To *quickly* and *consistently* change paragraph indentation, use the ruler's indent icons in conjunction with the **Tab** key. Rather than dragging the icons, simply left-click on the appropriate one, and press the **Tab** key. The index line will move upon pressing **Tab**, showing the new location, and the text will actually move when the mouse button is released. See these steps illustrated below:

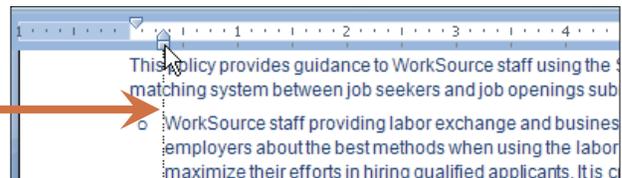
(a) Clicking in the paragraph creates a text insertion point, moving the left-hand icons to match the bullet and text locations.



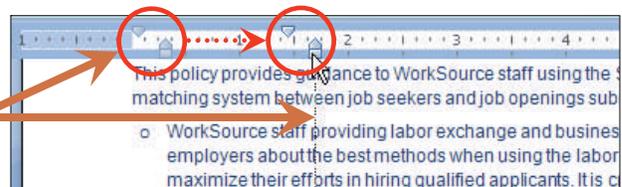
(b) I've placed the point of my cursor on the **Left Indent** icon, so that I'll move the entire paragraph, bullet point and all.



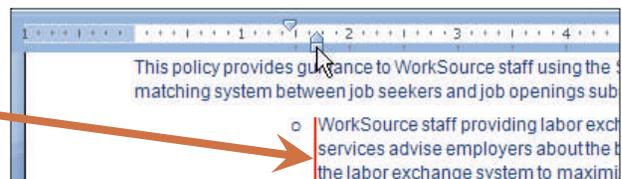
(c) By pressing the left mouse button, I select this icon, and cause the index line to appear, showing the text location.



(d) I've just pressed the **Tab** key, causing the index line and a *duplicate set* of icons to move to the pre-set tab location.



(e) And now, with the release of the mouse button, the paragraph text move itself is completed. (To do *right*-side indents, use **Shift + Tab**.)



11.) Use the icon labels found at 4. above to experiment with your Word document, using the icons and ruler to adjust the indentations. Another Quick Guide will address the use of the **Page Setup** dialog box to fine-tune the process.