# Working With Indents

A document's margins are selected from the Layout Menu Ribbon.

Margins apply to the entire document or to sections within the document. But, individual paragraphs or groups of paragraphs can be indented from those margins in a variety of different ways and therefore appear to have their own margins.

You can indent a paragraph in many ways:

- Indent from the left, right or both margins.
- Indent just the first line of a paragraph.
- Create hanging indents which puts the first line of the paragraph to the left of the rest of the paragraph. Hanging indents are most commonly used in bulleted or numbered lists.
- Create nested indents, which are indentations within indentations.
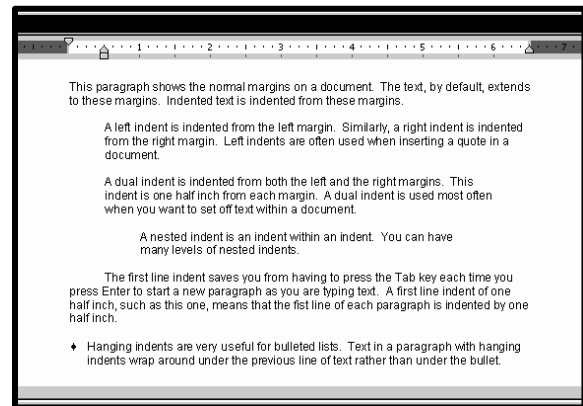
Indents are set in the paragraph dialog box.

Left or right indents are set by typing a number or using the up or down arrow to change the number.

The Special indentation box allows you to set the first line indent or the hanging indent.
The default indent is 0.5".

Change the indent by typing a new number or by using the up or down arrow to change the number.
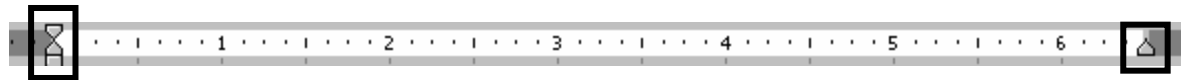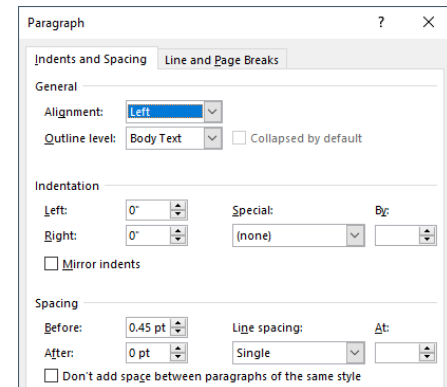
With the ruler, you can easily create indents of any kind. The ruler contains triangular markers at the left and right margins. You can drag them left and right to set indents. The top triangle at the left margin represents the first-line indent. The bottom triangle represents the left indent. You use the square below the bottom triangle to move both the first-line and left paragraph indents at once, thus making it possible to create a hanging indent. The triangle at the right margin represents the paragraph's right indent.