

# Paragraph Formatting Options

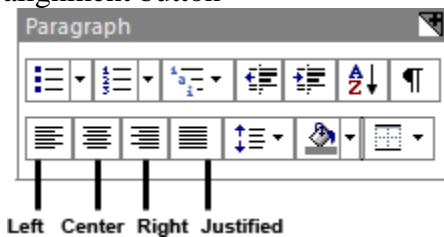
This document will help you use paragraph-formatting options to achieve a desired look for your document.

## Changing Paragraph Alignment

Changing text alignment, margins, and line spacing will affect the entire paragraph even if you have only a single word selected or the insertion point placed in the paragraph. To format multiple paragraphs, you need to select at least one character from each paragraph. You can align text with the right or left margins, center the text, or align the text with both margins.

### Changing Text Alignment: Write Command Tab Option

1. Select the text to be formatted
2. From the *Home* command tab, in the *Paragraph* group, click the appropriate text alignment button




### Changing Text Alignment: Keyboard Option

1. Select the text to be formatted
2. To left align the paragraph press [Ctrl] + [L]  
To center the paragraph press [Ctrl] + [E]  
To right align the paragraph press [Ctrl] + [R]  
To justify the paragraph press [Ctrl] + [J]


## Adjusting Line Spacing

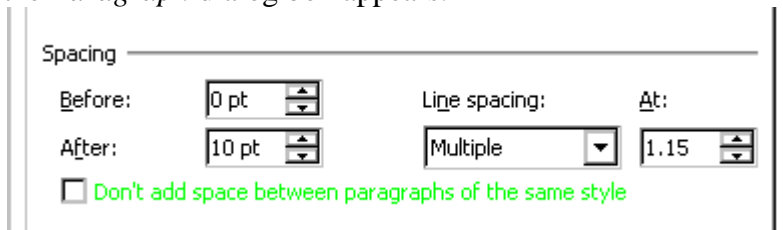
You can add space between lines within a paragraph by adjusting the line spacing. For example, you may want your text double-spaced. This is an efficient way of adding white space.

## Adjusting Line Spacing: Write Command Tab Option

1. Place the insertion point in the desired paragraph
2. From the *Home* command tab, in the *Paragraph* group, click **LINE SPACING** » select the desired line spacing

## Adjusting Line Spacing: Dialog Box Option


1. Place the insertion point in the desired paragraph
2. From the *Home* command tab, in the *Paragraph* group, click **PARAGRAPH**  the *Paragraph* dialog box appears.

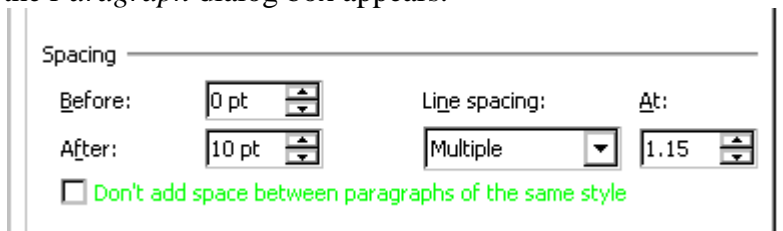


3. Select the *Indents and Spacing* tab
4. From the *Line spacing* pull-down menu, select the desired spacing
5. Click **OK**

## Adjusting Paragraph Spacing

Instead of putting extra returns at the end of paragraphs, add additional space before and after paragraphs by adjusting the paragraph spacing. This can be especially useful when you want the blank line to be a different height from the text.

1. Place the insertion point in the desired paragraph
2. From the *Home* command tab, within the *Paragraph* group, click **PARAGRAPH**  the *Paragraph* dialog box appears.



3. Select the *Indents and Spacing* tab
4. Under the *Spacing* section, in the *Before* text box, type the amount of space (in points) to appear before the paragraph
5. In the *After* text box, type the amount of space (in points) to appear after the paragraph
6. Click **OK**


## Working with Indents

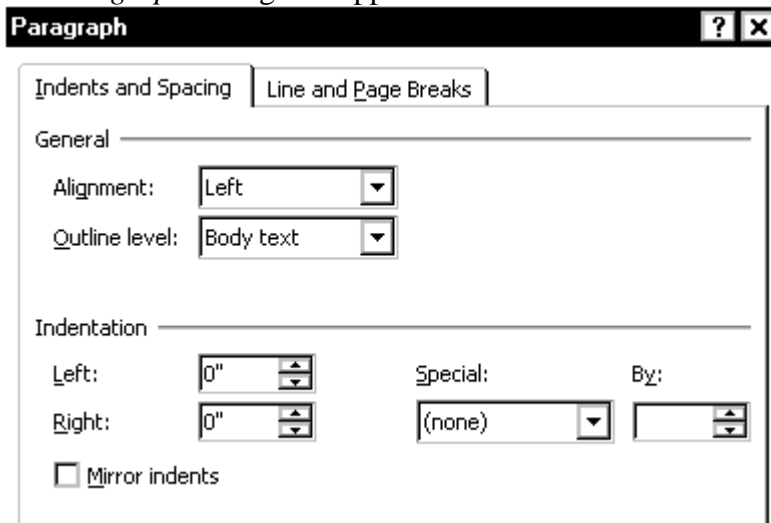
Rather than tabbing in the first line or every line of a paragraph, you can create an indent. An indent is the amount of space between the text and the page margin. You can adjust the indent for an individual paragraph, a group of paragraphs, or the margins for the entire document. If you are setting margins for the entire document, refer to *Adjusting Document Margins*.

Word offers three types of indents: normal indents, first line indents, and hanging indents. A normal indent inserts a specified amount of space between the page margin and all of the lines in a paragraph. A first line indent inserts space between the first line and the page margin so it looks like a tab was used. A hanging indent uses a normal indent for the first line and then moves subsequent lines farther to the right.

Paragraph indents can be set using the *Paragraph* dialog box or the *Ruler*.

### Working with Indents: Paragraph Dialog Box Option

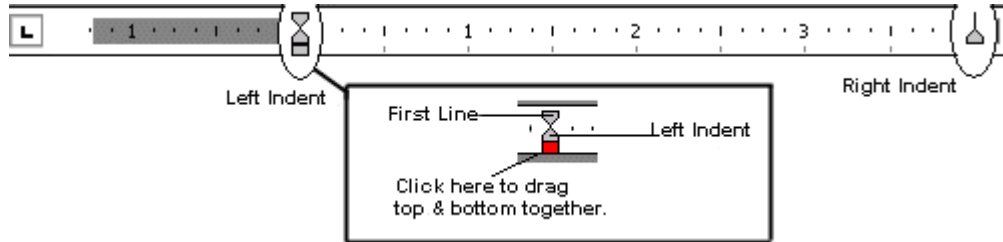
1. Place the insertion point in the desired paragraph  
HINT: If you are adjusting more than one paragraph, select all desired paragraphs.
2. From the *Home* command tab, in the *Paragraph* group, click **PARAGRAPH**  the *Paragraph* dialog box appears.






3. Select the *Indents and Spacing* tab
4. Under the *Indentation* section, in the *Left* and *Right* text boxes, type the desired amount of indentation (in inches)
5. To select a different indent for the first line, from the *Special* pull-down list, select **First line** or **Hanging**
6. If you selected a *First line* or *Hanging* indent, in the *By* text box, type the desired amount of indentation (in inches)
7. Click **OK**

## Working with Indents: Ruler Option

Instead of using the *Paragraph* dialog box, you can make indent adjustments using the *Ruler*. Shown here is a graphic of the *Ruler*.



Type of Indent	Appearance of Ruler	Appearance of Text
<b>Normal Indent</b>		A Normal Indent looks like this
<b>Hanging Indent</b>		A Hanging Indent looks like this
<b>First Line Indent</b>		A First Line Indent looks like this

### To set the indent:

1. Place the insertion point in the desired paragraph  
HINT: If you are adjusting more than one paragraph, select all desired paragraphs.
2. Click and drag the appropriate indent button to the desired location on the *Ruler*

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