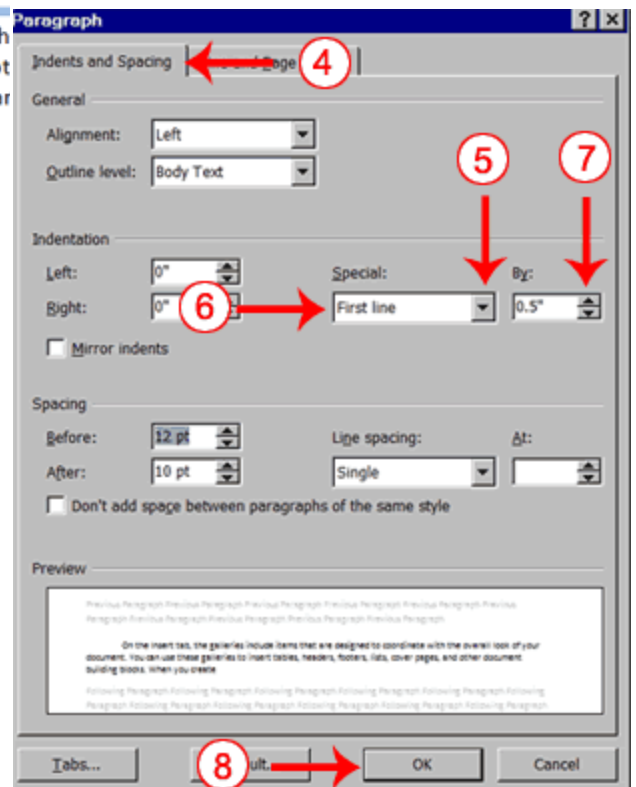
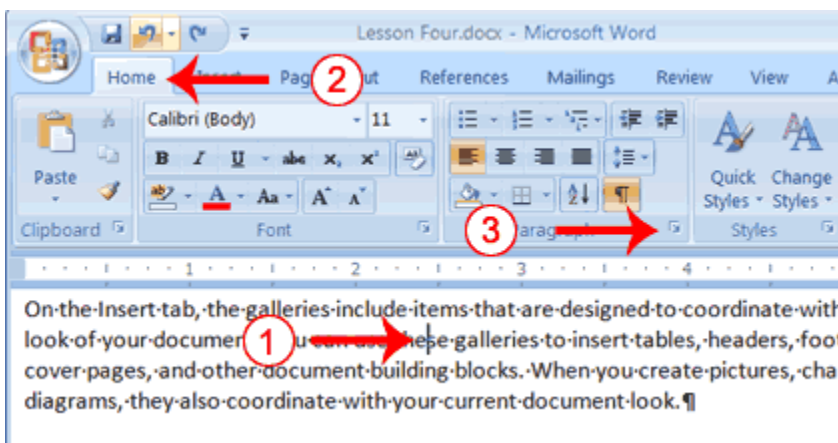


## Create a First-Line Indent

Some people and organizations delineate the start of a new paragraph by indenting the first line. If you want to indent the first line of your paragraphs, you can use the Paragraph dialog box to set the amount by which you want to indent. In the Special Field of the Paragraph dialog box, you tell Word you want to indent the first line by choosing First Line from the menu options. In the By field, you tell Word the amount, in inches by which you want to indent.

### EXAMPLE: First-line Indent

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



1. Place your cursor anywhere within the first paragraph of the sample text you created in Exercise 2.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box appears.
4. Choose the Indents and Spacing tab.
5. Click to open the drop-down menu on the Special field.
6. Click First Line.
7. Enter 0.5" in the By field.
8. Click OK. The first line of your paragraph is now indented half an inch.

**Special Note:** To remove the first line indent:

1. Place the cursor anywhere in the paragraph.
2. Choose the Home tab.
3. In the Paragraphs group, click the launcher. The Paragraph dialog box opens.
4. Choose the Indents and Spacing tab.
5. Click the down arrow next to the Special field and then click None.
6. Click OK.