

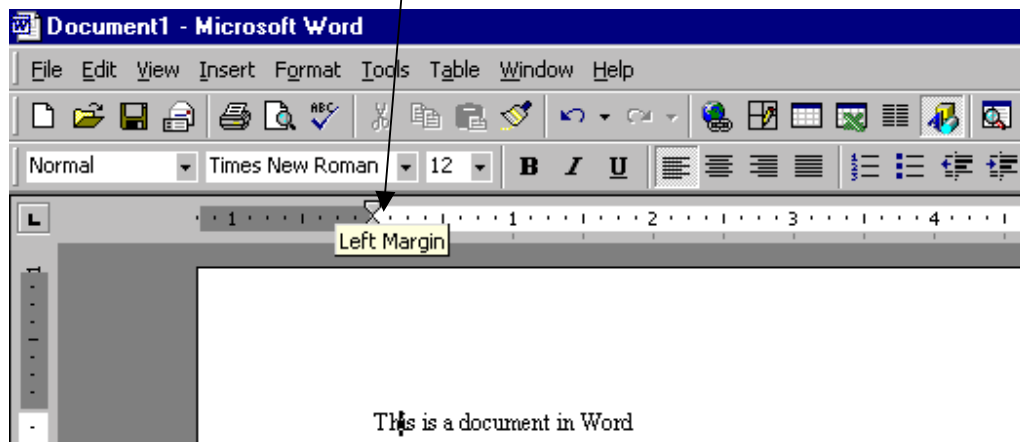
gc LSDA Project

Word processing Skills

Margins and Indents

Margins

To move a margin in from the left you must move your cursor over the margin symbol and wait for the symbol **Left Margin** to appear. When it appears you keep the left mouse button down and drag it right.



First-line indent

Highlight the paragraph you want to indent. Select the top part of the margin symbol and drag it across to the right.

Hanging Indent

Highlight the paragraph you want to indent. Select the middle part of the margin symbol and drag it across to the right.

Left Indent

Highlight the paragraph you want to indent. Select the bottom square part of the margin symbol and drag it across to the right.