

Re: Turn off paragraph indenting

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.newusers/2007-01/msg00329.html>

- *From:* CyberTaz <onlygeneraltaz1@xxxxxxxxxxxxx>
 - *Date:* Fri, 19 Jan 2007 06:46:23 -0500
-

What you want is called a "Hanging Indent" & isn't to be had by the Tab key. It's a paragraph formatting attribute which can be applied in a few ways:

1- With your insertion point in the paragraph drag the *lower* triangle marker at the left end of the ruler bar to the spot you want to indent to. The first line will remain flush left but the rest of the lines will be indented, or

2- While in the paragraph go to Format>Paragraph - Indents & Spacing, open the list labeled Special in the Indentation section, choose "Hanging" & specify a value to be applied.

Both of the above are just different ways to do the same thing. Once applied the amount of indentation can be adjusted on the Ruler - you'll see the marker move even if you use the dialog box.

The attribute can be included as a part of a Style if you are familiar with them (which is preferable) but if you are formatting directly it's better to *not* apply the changes to a paragraph until you're done. Otherwise those changes carry on to the next paragraph & you have to change the settings back again.

HTH |:>)
Bob Jones
[MVP] Office:Mac

On 1/19/07 6:25 AM, in article #OY5Yy7OHHA.1252@xxxxxxxxxxxxxxxxxxxxx, "Gordon" <gbplinux@xxxxxxxxxxxxxxxxxxxxx> wrote:

I have a sentence that wraps onto the next line. I want to indent the second line part. When I put my cursor before the word and press Tab, it indents the top line as well. How do I turn off this ridiculous default setting? I just want the indent to apply to the line I am on, not the paragraph.(Word 2003)

Re: Turn off paragraph indenting