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## **Overview**

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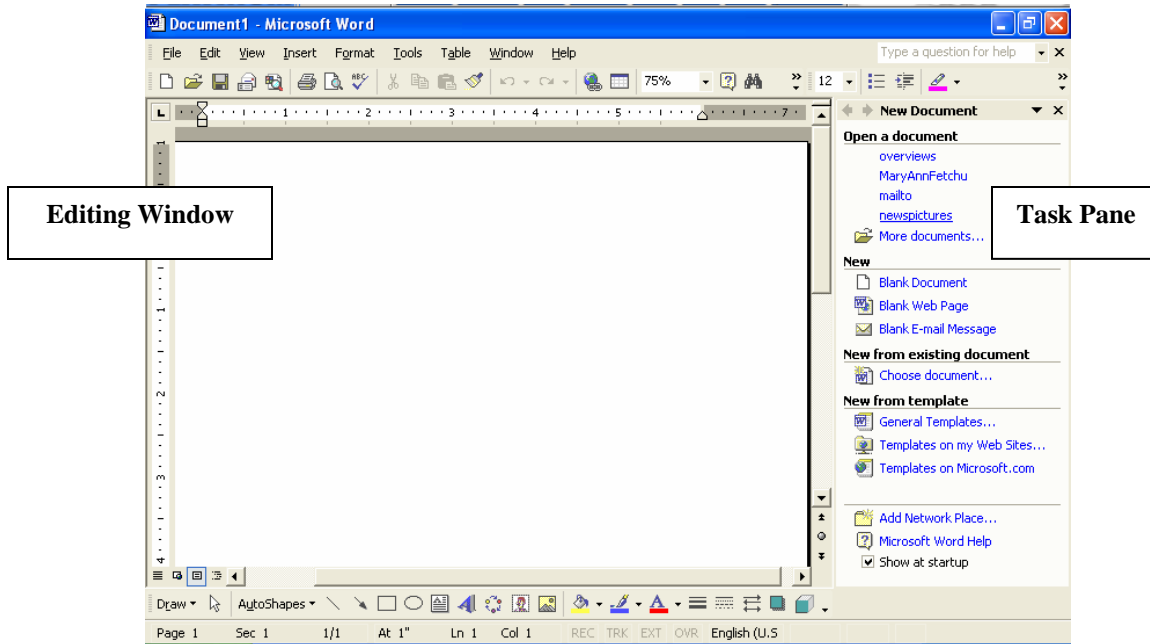
In *Word: Working with Alignments*, you will learn how to:

- Set tabs using the horizontal ruler and the paragraph dialogue box.
- Move and remove tabs.
- Set tab with leaders.
- Adjust line spacing within paragraphs.
- Manually add line and page breaks to a document.
- Add a first line indent, hanging indent, left indents, and right indents.
- Utilize other general alignment tools.

**Note:** For this course, you will want to be sure to turn on your Show/Hide tool on the toolbar. This will reveal formatting codes that will be very helpful in understanding using tabs in Word.

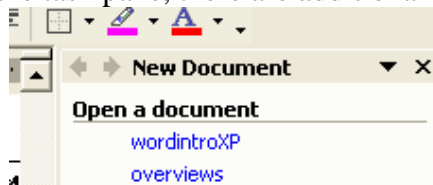
## Word XP

A new addition to Word 2002 (XP) is the use of Task Panes. A task pane is a side pane that appears on the right side of Words editing window that allows you to choose from all options available to perform a task. When you first open Word, the window may appear similar to the following:



If you do not want the task pane in view, you can remove it. To remove the task pane (when you are not working with a task that requires it) select from the menu View, and then uncheck the option for Task Pane. You can also use the menu option View, Toolbars.

On the top of the task pane, there are additional navigation tools.



- The arrow buttons take you backwards and forwards through the task panes that have been active.
- The down arrow provides a short menu for common tools such as New Document, Clipboard, Search, Insert Clipart, Styles and Formatting, Mail Merge, and Translate. If you select a process from this list you will be able to perform the specified process in the task pane without affecting the editing window.
- The [X] button closes the task pane.

## Working Tabs

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### Look At Tabs

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When you are working in a document, the default tab setting is one-half inch. Each time you press the **Tab** key, the insertion point moves over in this increment. You can change the tab settings by using the ruler or by using the Tabs dialogue box by selecting from the menu **Format, Tabs**.



Tab stops make it easy to organize text within a document. By default, Word offers five different tab stops. You can select one of these tab stops by using the **Tab Stop/Indent Selector** on the horizontal ruler. As you might have guessed, there are different reasons for using each of the five tab stops. The following list includes the different tab stop options that Word offers.

#### Tab Stops:

-  Use the Left Tab tab stop when you want to move or extend text to the right and change the left margin to that location on the ruler.
-  Use the Center Tab tab stop when you want to center text between the left and right margins at that location on the ruler. (Centers text on the tab stop.)
-  Use the Right Tab tab stop when you want to move or extend text to the left until the tab space is filled, upon which the text will begin extending to the left.
-  Use the Decimal Tab tab stop to have numbered text extend to the left before the decimal and to have numbered text after the decimal point extend to the right. (Aligns text at decimal point.)
-  Use the Bar Tab tab stop to insert a bar into your document that allows you to align text.

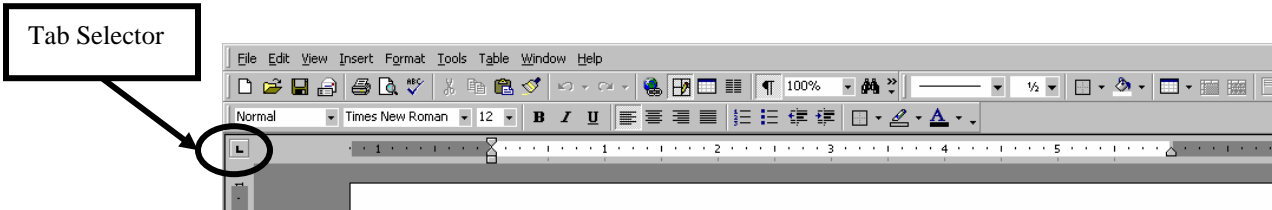
#### Also on the tab selector:

##### Indents:




-  Use the First Line Indent tab stop to allow a first line indent to be quickly inserted into a document by clicking on the horizontal ruler.
-  Use the Hanging Indent tab stop to allow a hanging indent to be quickly inserted into a document by clicking on the horizontal ruler.


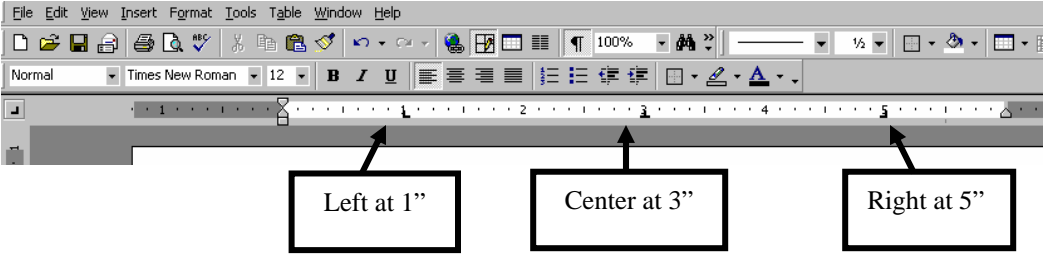
**New Terms**

|                                 |   |
|---------------------------------|---|
| <b>Tab Stop</b>                 | A tab stop is a position you set on the horizontal ruler to place and align text. |
| <b>Tab Stop/Indent Selector</b> | The tab stop/indent selector allows you to select tab stops and indents.          |

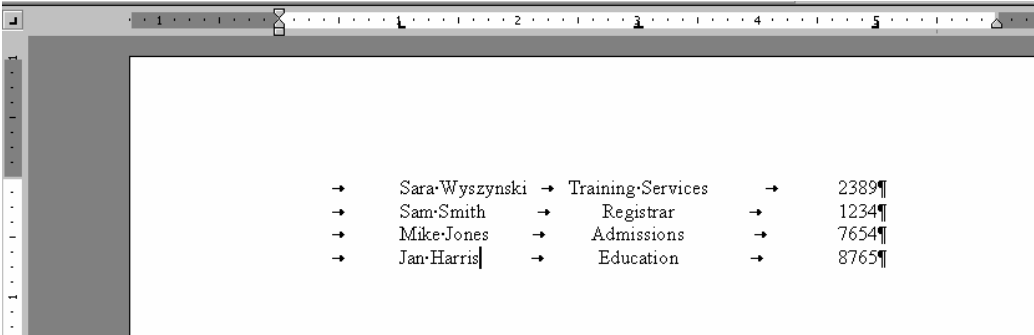


**Setting Tabs Using the Ruler**

| What you do   | What happens   |
|---|--|
| 1. Open a new word document.  | A blank document returns.  |
| 2. If the ruler is not displayed, select from the menu <b>View, Ruler.</b>  | Changes the view to display the horizontal and vertical ruler.   |
| 3. Click on the <b>Tab Selector</b> to toggle through the tab choices.  | Cycles through the available tab stops and indents.<br>  |
| 4. Toggle until you are back to the first tab selection, the left tab marker                   |  |
| 5. Click on the ruler at 1.5" to set the first tab marker.  | The left tab marker will display on the ruler.<br><br><i>Note:</i> When you set a new tab marker, any default tab settings to the left will be deleted. Only tabs that you set will show on the ruler. The default tabs of .5" do not display. |
| 6. To remove a tab stop, point and pick up the tab marker on the ruler with the mouse and drag it off the ruler.<br><br>Remove the tab set at 1.5".                               | Removes the tab from the ruler.  |
| 7. Add a new left tab at 1".  | Adds a left tab at 1".   |
| 8. Click on the <b>Tab Selector</b> until you have the Center Tab  . Click on the ruler at 3". | Adds a center tab 3".  |


| What you do  | What happens   |
|--|--|
| 9. Click on the <b>Tab Selector</b> until you have the Right Tab  . Click on the ruler at 5".     | Adds a right tab at 5".  |
| 10. The ruler should appear as follows:<br>  |  |
| 11. Press the <b>Tab</b> key and type your name.   | Enters your name, starting at the first tab stop.                |
| 12. Press the <b>Tab</b> key and type your department name.  | Enters your department name at the centered tab stop.            |
| 13. Press the <b>Tab</b> key and type your extension.  | Enters your extension at the right tab stop.                     |
| 14. Press the <b>Enter</b> key.  | Takes you to the next line.                                      |
| 15. Follow steps 11 thru 14 and enter the following information:<br><i>Sam Smith, Registrar, 1234</i><br><i>Mike Jones, Admissions, 7654</i><br><i>Jan Harris, Education, 8765</i> | Enters the information at the Left, Center, and Right Tab stops. |

16. Your document should appear as follows:

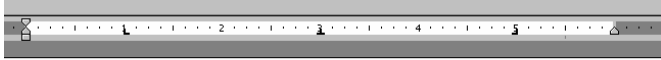



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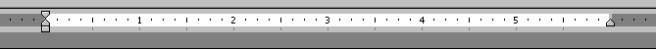
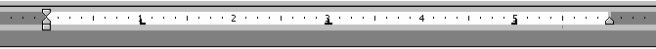
→ Sara·Wyszynski → Training·Services → 2389¶
→ Sam·Smith → Registrar → 1234¶
→ Mike·Jones → Admissions → 7654¶
→ Jan·Harris → Education → 8765¶
    
```

**Note:** To see where the tabs have been typed in existing text, make sure that the **Show/Hide**  tool from the Standard Toolbar is turned on. The tabs are indicated by arrows pointing to the right.

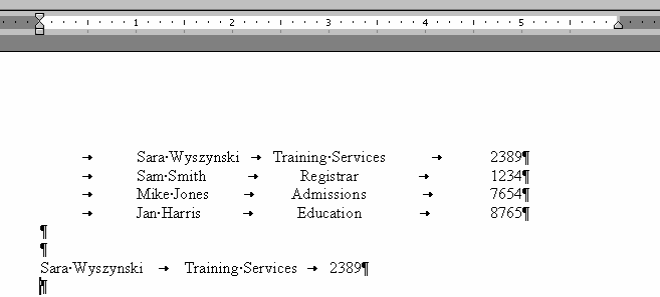
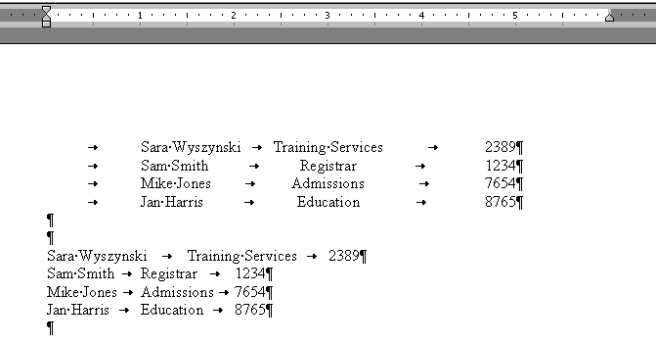
## Moving Tabs

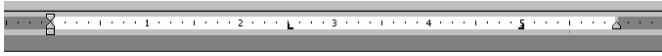
| What you do   | What happens  |                |                   |      |           |           |      |            |            |      |            |           |      |
|---|---|----------------|-------------------|------|-----------|-----------|------|------------|------------|------|------------|-----------|------|
| <p>1. To move a tab for just one line, place the cursor at the beginning of the line.</p> <p>To move a tab for a section, paragraph, or list, select all the areas to be changed.</p> <p>Select all the names, departments, and extensions.</p> | <p>Selects and highlights text.</p>  <table data-bbox="824 527 1227 604"><tr><td>Sara Wyszynski</td><td>Training Services</td><td>2389</td></tr><tr><td>Sam Smith</td><td>Registrar</td><td>1234</td></tr><tr><td>Mike Jones</td><td>Admissions</td><td>7654</td></tr><tr><td>Jan Harris</td><td>Education</td><td>8765</td></tr></table>   | Sara Wyszynski | Training Services | 2389 | Sam Smith | Registrar | 1234 | Mike Jones | Admissions | 7654 | Jan Harris | Education | 8765 |
| Sara Wyszynski  | Training Services   | 2389           |                   |      |           |           |      |            |            |      |            |           |      |
| Sam Smith   | Registrar   | 1234           |                   |      |           |           |      |            |            |      |            |           |      |
| Mike Jones  | Admissions  | 7654           |                   |      |           |           |      |            |            |      |            |           |      |
| Jan Harris  | Education   | 8765           |                   |      |           |           |      |            |            |      |            |           |      |
| <p>2. To move the tab marker, drag the tab marker to the right or left on the horizontal ruler.</p> <p>For this example, move the left tab to .5", the center tab to 3.5", and the right tab to 5.5".</p>                                       | <p>Moves the selected text to the indicated space on the horizontal ruler.</p>  <table data-bbox="792 932 1271 1010"><tr><td>Sara Wyszynski</td><td>Training Services</td><td>2389</td></tr><tr><td>Sam Smith</td><td>Registrar</td><td>1234</td></tr><tr><td>Mike Jones</td><td>Admissions</td><td>7654</td></tr><tr><td>Jan Harris</td><td>Education</td><td>8765</td></tr></table> | Sara Wyszynski | Training Services | 2389 | Sam Smith | Registrar | 1234 | Mike Jones | Admissions | 7654 | Jan Harris | Education | 8765 |
| Sara Wyszynski  | Training Services   | 2389           |                   |      |           |           |      |            |            |      |            |           |      |
| Sam Smith   | Registrar   | 1234           |                   |      |           |           |      |            |            |      |            |           |      |
| Mike Jones  | Admissions  | 7654           |                   |      |           |           |      |            |            |      |            |           |      |
| Jan Harris  | Education   | 8765           |                   |      |           |           |      |            |            |      |            |           |      |

## Removing Tabs

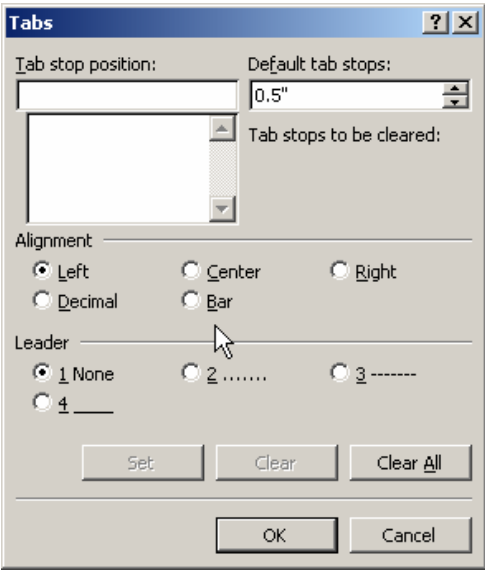
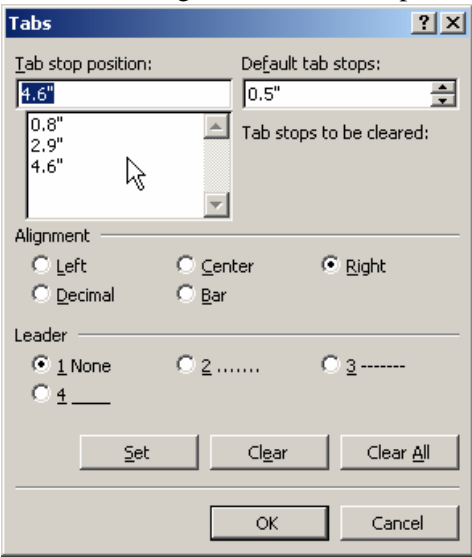
| What you do   | What happens  |
|---|---|
| <p>1. Place the cursor after the extension, “8765” and press <b>Enter</b> three times.</p> <p>Note that the horizontal ruler is still showing the tabs that you added in the previous steps.</p>  | <p>Moves the cursor down three lines.</p>   |
| <p>2. To remove tabs, drag the tab marker down (off) the horizontal ruler.</p> <p>Remove the three previously set tabs.</p>   | <p>Removes the tab from the ruler.</p>  <pre data-bbox="760 785 1239 919"> → Sara·Wyszynski → Training·Services → 2389¶ → Sam·Smith → Registrar → 1234¶ → Mike·Jones → Admissions → 7654¶ → Jan·Harris → Education → 8765¶ ¶ ¶ ¶                     </pre>   |
| <p>3. Place the cursor anywhere in the top section of the document where you have the tabs still set.</p> <p>Note that the tabs will not be removed from the existing section.</p> <p>Return to the end of the document by using <b>Ctrl + End</b>.</p> | <p>The tabs set for the top section will remain, unless the text is selected and the tabs are removed.</p>  <pre data-bbox="760 1194 1239 1329"> → Sara·Wyszynski → Training·Services → 2389¶ → Sam·Smith → Registrar → 1234¶ → Mike·Jones → Admissions → 7654¶ → Jan·Harris → Education → 8765¶ ¶ ¶ ¶                     </pre> |

## Adding Tabs after Text in Entered

| What you do  | What happens   |
|--|--|
| <p>1. You will be entering the same data as at the top of your document, but this time you will enter the text and then set the tab stops.</p> |  |
| <p>2. Enter text as follows:<br/>Your Name, <b>Tab</b>, Your Department, <b>Tab</b>, Your Extension, and then <b>Enter</b>.</p>                | <p>Enters the text with the default tab of .5" in between the text.</p>  |
| <p>3. Enter the three remaining lines of information, using the <b>Tab</b> key in between the name, department, and extension.</p>             | <p>Your document should appear as follows:</p>                         |
| <p>4. Using the selection bar, highlight the four rows of information just entered.</p>  | <p>Selects the text.</p>   |

| What you do   | What happens  |
|---|---|
| <p>5. Using the <b>Tab Selector</b>, choose what type of tab you want to set for the data.</p> <p>The first tab that you will set will be a left tab stop at 2.5”.</p> <p>The second tab will be a right tab stop at 5’.</p> <p><i>Note:</i> You can indent before the list of names to match the first example by inserting a left tab and then by using the <b>Tab</b> key. You can also adjust this by moving the Left Indent.</p> | <p>The document should appear as follows:</p>  <pre> → Sara·Wyszynski → Training·Services → 2389¶ → Sam·Smith → Registrar → 1234¶ → Mike·Jones → Admissions → 7654¶ → Jan·Harris → Education → 8765¶ ¶ Sara·Wyszynski → Training·Services → 2389¶ Sam·Smith → Registrar → 1234¶ Mike·Jones → Admissions → 7654¶ Jan·Harris → Education → 8765¶ ¶ ¶ </pre> |
| <p>6. You can move or remove tabs as outlined in the previous lesson.</p>   |   |

**Setting Tabs Using Tabs Dialog Box**

| What you do   | What happens   |
|---|--|
| <p>1. Press <b>Enter</b> two times.</p>   | <p>Enters two spaces.</p>  |
| <p>2. Using the menu, select <b>Format, Tabs</b>.</p> <p>Select the <b>Clear All</b> pushbutton to remove the previous tabs.</p>  | <p>The Tabs dialogue box returns.</p>  <p>The screenshot shows the 'Tabs' dialog box. The 'Tab stop position' field is empty. The 'Default tab stops' is set to 0.5". The 'Tab stops to be cleared' list is empty. Under 'Alignment', the 'Left' radio button is selected. Under 'Leader', the 'None' radio button is selected. The 'Clear All' button is highlighted with a mouse cursor.</p>                         |
| <p>3. In the <b>Tab stop position</b> field, enter the decimal value. For example, .8.</p>  |  |
| <p>4. Select the radio button for the <b>Alignment:</b> Left, Center, Right, Decimal, or Bar.</p> <p>If you want to add several tab stops, you can enter the position, select the <b>Set</b> button and continue until all tabs have been set.</p> <p>Set the following tabs:<br/> <b>Left:</b> .8<br/> <b>Center:</b> 2.9<br/> <b>Right:</b> 4.6</p> | <p>The Tabs dialogue box with multiple tab stops set.</p>  <p>The screenshot shows the 'Tabs' dialog box. The 'Tab stop position' field contains '4.6"'. The 'Default tab stops' is set to 0.5". The 'Tab stops to be cleared' list is empty. Under 'Alignment', the 'Right' radio button is selected. Under 'Leader', the 'None' radio button is selected. The 'Set' button is highlighted with a mouse cursor.</p> |
| <p>5. Select <b>OK</b>.</p>   |  |

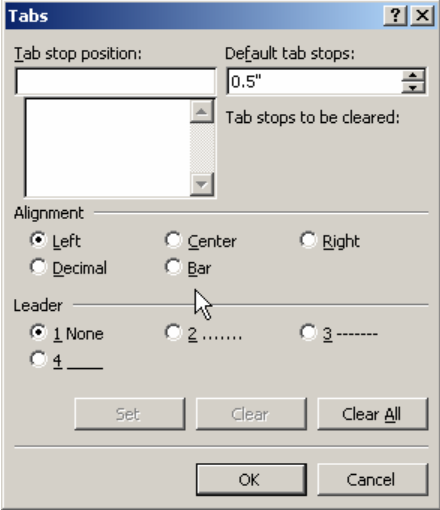
| <b>What you do</b>  | <b>What happens</b> |
|---|---------------------|
| 6. Enter text, pressing the <b>Tab</b> key between each column.<br><br><i>Note:</i> You can also use the Tabs dialogue box after you have entered text. Be sure to select all text the tabs should apply. |                     |

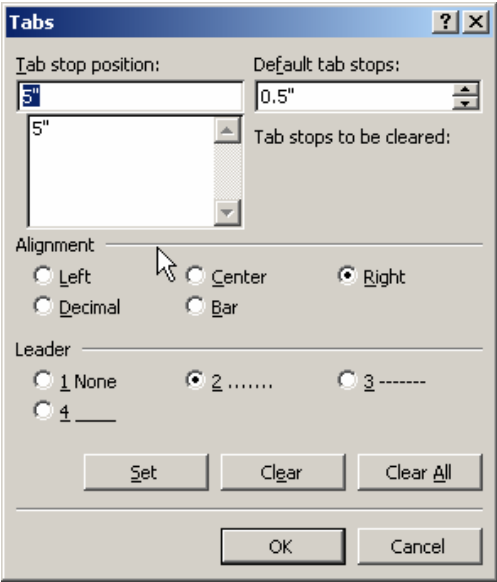
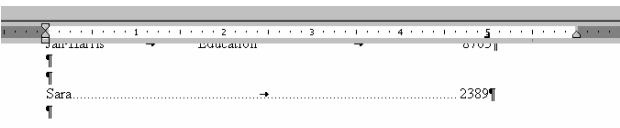

### Setting Tabs with Leaders

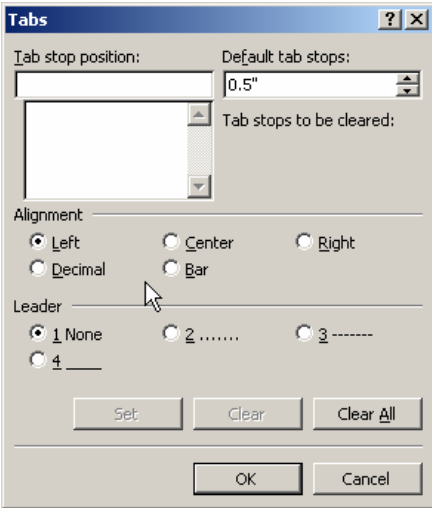
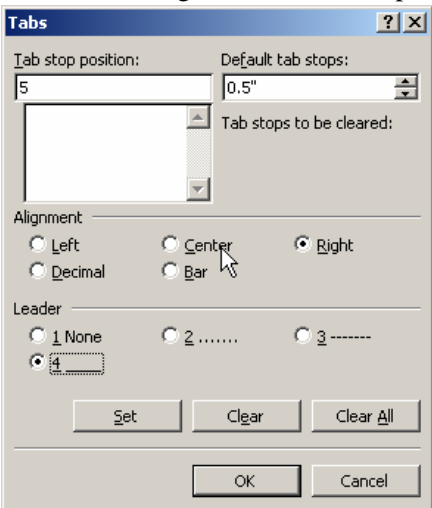
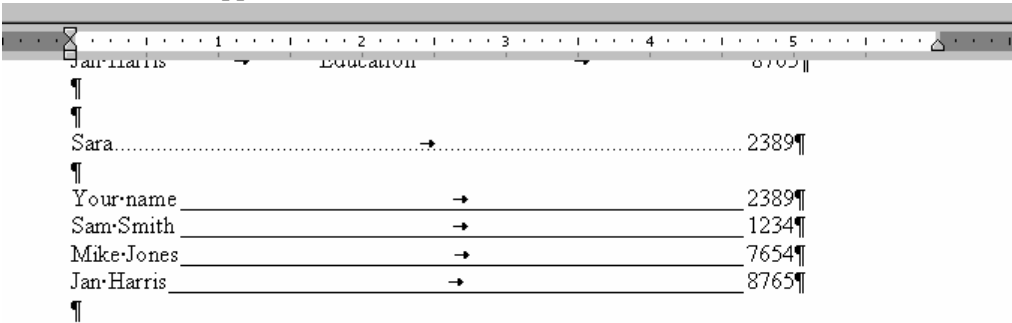
A leader inserts a dotted or solid line to fill the space to the left of a tab stop. For example:

Your name..... extension

Your name\_\_\_\_\_ extension

| What you do   | What happens  |
|---|---|
| 1. Press the <b>Enter</b> key twice.<br><br>Remove the tabs by dragging the existing tab stops off the ruler. | Enters two spaces and removes the tab stops.  |
| 2. Select from the menu <b>Format, Tabs</b> .   | The Tabs dialogue box returns.<br> |

| What you do  | What happens   |
|--|--|
| <p>3. In the <b>Tab stop position</b> field, enter the position of the tab, for example 5".</p> <p>Under <b>Alignment</b>, select the radio button for the desired alignment, for example Right.</p> <p>Under <b>Leader</b>, select the radio button for the desired lead character.</p> | <p>The Tabs dialogue box with selections.</p>                                |
| <p>4. Select <b>OK</b>.</p>  | <p>Returns to the document.</p>  |
| <p>5. Enter your name, and then press the <b>Tab</b> key. The leader will appear. Enter your extension.</p>  | <p>Enters your name, the leader, and then extension.</p>                   |
| <p>6. You can also set a leader character after you have the text entered.</p> <p>Press the <b>Enter</b> key twice and remove the existing tabs.</p>   | <p>Enters two lines.</p>   |
| <p>7. Enter your name, <b>Tab</b>, your extension.</p> <p>Then enter the same three names as listed at the top of your document, using the <b>Tab</b> key in between the name and extension. You should have a total of four lines.</p>  | <p>The text is entered, with a Tab in between the name and extension.</p>  |

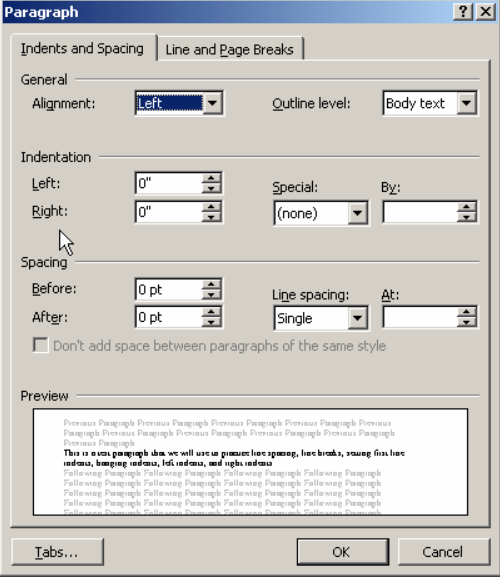
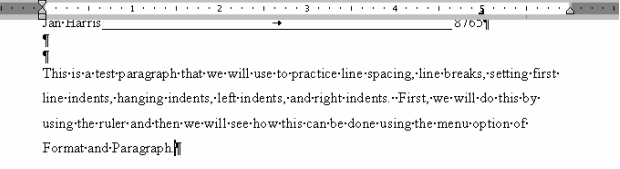
| What you do   | What happens  |
|---|---|
| <p>8. Select the lines, using the Selection Bar.</p> <p>Select from the menu <b>Format, Tabs.</b></p>   | <p>The Tabs dialogue box returns.</p>                     |
| <p>9. Enter <b>5</b> in the <b>Tab stop position</b> field, select <b>Right</b> under Alignment, and Leader option <b>4</b>.</p> <p>Select <b>OK</b>.</p> | <p>The Tabs dialogue box with the options selected.</p>  |
| <p>10. The selected text appears with a leader.</p>                   |   |

## Line Spacing

Word offers six different options for line spacing. Line Spacing is the vertical space between lines for text. The options available to you are:


- **Single:** Default and provides enough space above and below to clearly read the text.
- **1.5 lines:** The space between the lines is one and a half times the space of single spacing.
- **Double:** Twice the vertical space than that of single-spacing.
- **At least:** Minimum line spacing that Word can adjust to accommodate larger font sizes or graphics that would not otherwise fit within the specified spacing.
- **Exactly:** Spaces all lines evenly.
- **Multiple:** Allows you to enter a percentage for the space between lines. Setting the line spacing at 3 will change the spacing to triple.

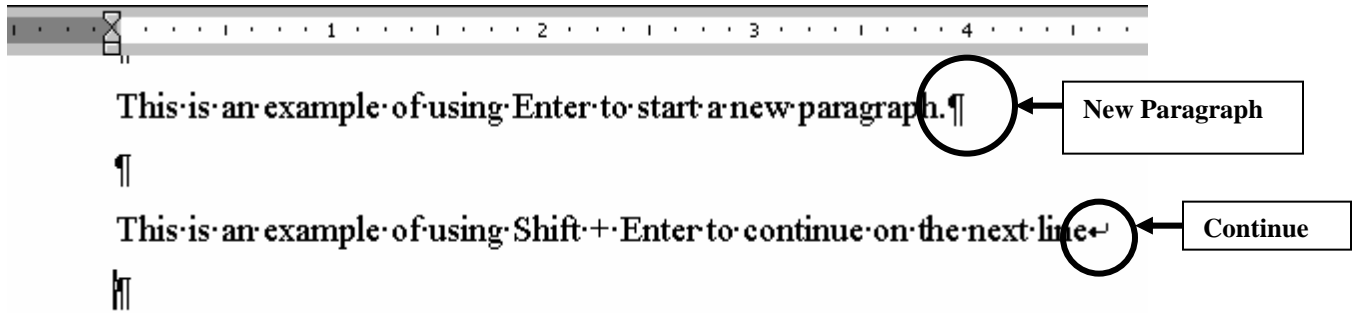
| What you do   | What happens                                   |
|---|--|
| <p>1. Press <b>Enter</b> twice.</p> <p>Remove any tabs.</p> <p>Then enter the following text:</p> <p><i>This is a test paragraph that we will use to practice line spacing, line breaks, setting first line indents, hanging indents, left indents, and right indents. First, we will do this by using the ruler and then we will see how this can be done using the menu option of Format and Paragraph.</i></p> | <p>Enters two lines, and removes all tabs.</p> |
| <p>2. Select the text, using the selection bar, for which you want to change the line spacing.</p>  | <p>Highlights the text.</p>                    |

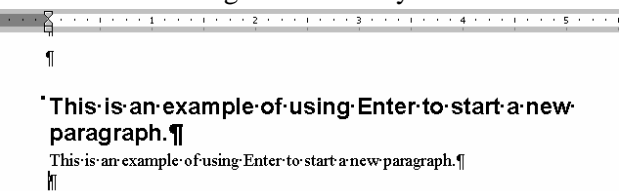
| What you do  | What happens  |
|--|---|
| <p>3. Select from the menu <b>Format, Paragraph.</b></p>   | <p>The Paragraph box returns.</p>   |
| <p>4. In the <b>Line spacing</b> field, use the down arrow to select the desired spacing.</p> <p>If you are choosing <b>At least</b>, <b>Exactly</b>, or <b>Multiple</b>, enter a number (or use the arrows) in the <b>At</b> field.</p> <p>Try the following options:</p> <ol style="list-style-type: none"> <li>Exactly with At: 7</li> <li>Multiple with At: 3</li> <li>1.5 lines</li> </ol> <p>After each change, select <b>OK</b> to return to the document with the spacing changes.</p> | <p>The line spacing with 1.5 line spacing.</p>  <p><b>TIPS: Key Board Shortcuts:</b></p> <p><b>Ctrl + 0:</b> Adds or Removes a blank line before a paragraph</p> <p><b>Ctrl + 1:</b> Single Line</p> <p><b>Ctrl + 5:</b> 1.5 Line Spacing</p> <p><b>Ctrl + 2:</b> Double Spacing</p> |

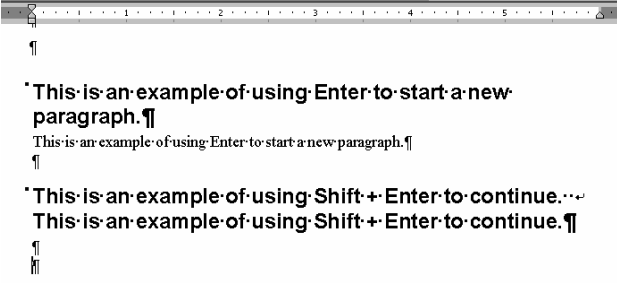
## Line Breaks

When you come to the end of a line or paragraph, you can either use the **Enter** key to insert a hard return. A hard return is when you are telling Word to start over with a new paragraph. You can also use **Shift + Enter** to tell Word to enter a newline. The newline is used to force a line break without beginning a new paragraph.

When you are working with a document, you will need to have your Show/Hide  tool turned on so that you can see the document codes.



| What you do   | What happens   |
|---|--|
| <p>1. Press <b>Enter</b> twice. Then enter the following text:</p> <p><i>This is an example of using Enter to start a new paragraph.</i></p> <p>Select the text and use the style of Heading 1 and then click at the end of the sentence.</p> <p>Press the <b>Enter</b> key.</p> <p>Enter the same sentence as above. Notice how the style did not carry over, and the text defaulted back to Normal (Times New Roman, 12pt).</p> | <p>The document using the <b>Enter</b> key.</p>  <p>The screenshot shows a ruler at the top with markings from 1 to 5. Below the ruler, the text is displayed as follows: a paragraph in a larger, bold font (Heading 1 style) that reads "This is an example of using Enter to start a new paragraph." followed by a paragraph in a smaller, regular font (Normal style) that reads "This is an example of using Enter to start a new paragraph." The document codes (¶ and ↵) are visible below the text.</p> |

| What you do   | What happens  |
|---|---|
| <p>2. Press <b>Enter</b> twice. Then enter the following text:</p> <p>This is an example of using <b>Shift + Enter</b> to continue.</p> <p>Select the text and use the Style of Heading 1. Then, place the cursor at the end of the sentence.</p> <p>Press the <b>Shift + Enter</b> keys.</p> <p>Enter the same sentence as above. Notice how the Style carried over.</p> | <p>The document using <b>Shift + Enter</b>.</p>  <p><del>This is an example of using Enter to start a new paragraph.¶</del></p> <p><del>This is an example of using Shift + Enter to continue...¶</del></p> <p><del>This is an example of using Shift + Enter to continue.¶</del></p> |
| <p>3. In a later lesson, you will look at how to you <b>Shift + Enter</b> to create a Hanging Indent.</p>   |   |

## Page Breaks

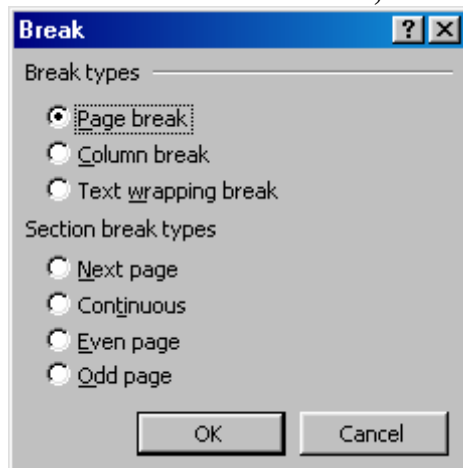
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There are two types of page breaks in Word. There are automatic page breaks that automatically occur when at the bottom of a page and there are manual page breaks. Manual page breaks are breaks that you insert into the document when you want to force a new page.

You can only delete an automatic page break if you insert a manual page break above it. You can, however, delete any manual page break that you insert.

To enter a page break follow these steps:

1. Place the cursor where you want the page break to go. For example, if you are at the end of a paragraph and want to start on a new page, your cursor should be on a new line after the paragraph. If you want to put the paragraph on a new page, place the cursor before the first word in the paragraph.
2. Select from the menu **Insert, Break** and the Break box returns.



3. Verify that the **Page break** radio button is selected and then **OK**.

**Note:** The alternative to using the menu option is the keyboard shortcut of **Ctrl + Enter**.

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## Working with Indents

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Indentation is the amount of space measured from the left and right margins that is applied to a paragraph or an area of a document. By default, the indents are set up to be equal to the margins at 1.25”.

Word offers a variety of indentation options in the paragraph dialog box or by using the horizontal ruler below your toolbars.

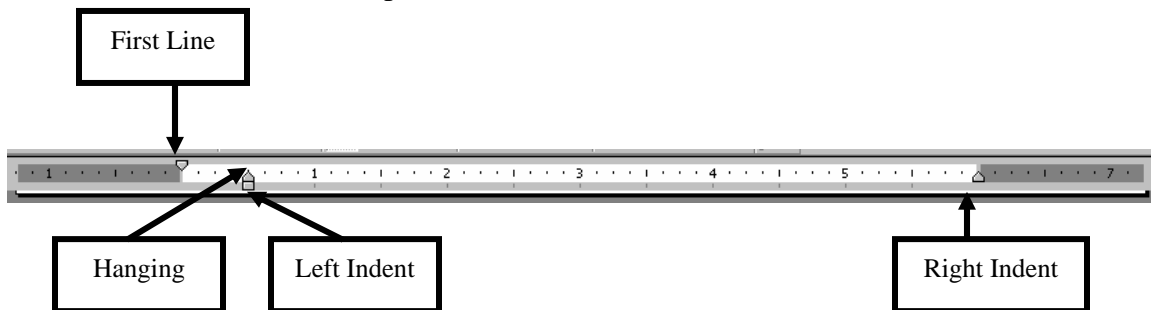
The indent markers can be found on the horizontal ruler. They are represented by the up and downward pointing triangles.



There are four indent markers:

- **First line indent:** A first line indent only indents the first line of a paragraph.
- **Hanging indent:** A hanging indent indents all but the first line of a paragraph.
- **Left indent:** A left indent indents the entire paragraph at the left margin.
- **Right indent:** A right indent controls the right boundary for every line in a paragraph.

The four indent markers are specified below:


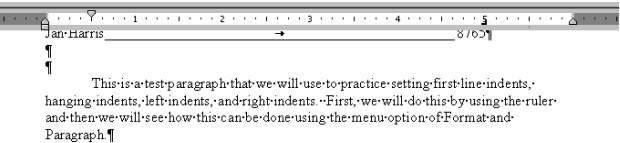

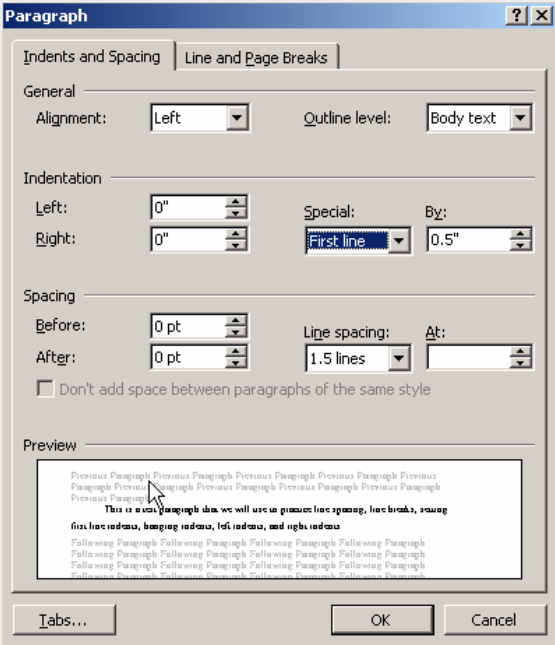


To change the indents for existing text, you can select the text and drag the appropriate indent marker on the ruler to the new location. If you forget what each marker is for, simply place the cursor over the marker and a screen tip will return.

**Important Note:** Any indents that you add will remain in effect until you change the settings.


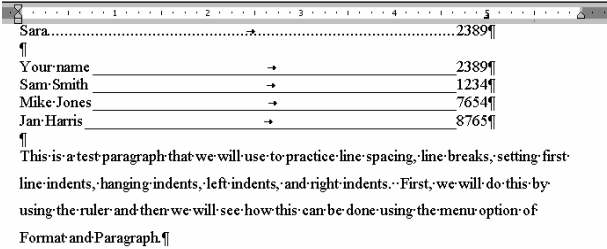

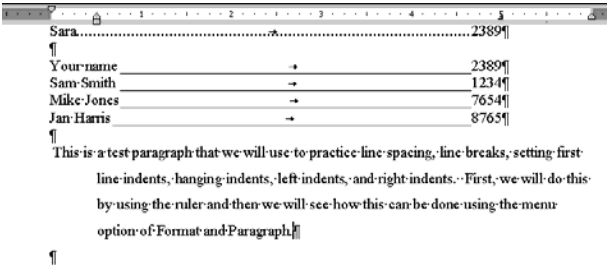
## First Line Indents


A first line indent only indents the first line of a paragraph, which is similar to using the **Tab** key on the keyboard.

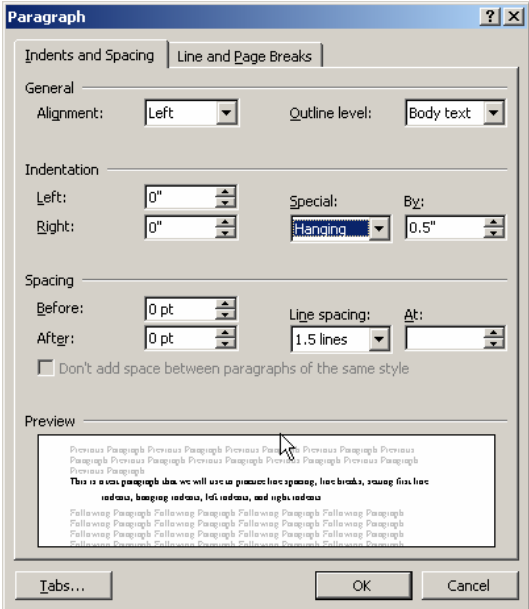
| What you do  | What happens  |
|--|---|
| <p>1. Place the cursor in front of the word, “This” in the paragraph you previously typed.</p> <p>Drag the first line indent marker , the downward pointing triangle, to .5” on the horizontal ruler.</p>   | <p>The new first line indent.</p>   |
| <p>2. You can also use the Paragraph dialogue box.</p> <p>Click on the <b>Undo</b>  icon on the Standard Toolbar.</p> <p>Select from the menu <b>Format, Paragraph</b>.</p> <p>In the <b>Special</b> field, select First Line from the drop down arrow.</p> <p>In the <b>By</b> field, select the number for the indent (.5”).</p> <p>Select <b>OK</b>.</p> | <p>The Paragraph box returns.</p>  |

## Hanging Indents

A hanging indent indents all but the first line of a paragraph. A hanging indent is typically used for bibliographic entries, glossary terms, resumes, bulleted lists, numbered lists, and directories.







| What you do  | What happens  |
|--|---|
| <p>1. Click on the <b>Undo</b>  icon on the Standard Toolbar.</p>   | <p>Removes the First Line Indent.</p>   |
| <p>2. You can add a Hanging Indent after the paragraph has already been typed.</p> <p>Select the paragraph.</p> <p>Drag the Hanging Indent  to .5" on the vertical ruler.</p>         | <p>The Hanging Indent.</p>   |
| <p>3. Go to the end of the document by using <b>Ctrl + End</b>.</p> <p>Enter a page break.</p> <p>You can also add a Hanging Indent as you are working.</p> <p>You are going to enter a person's directory information, as you would see it in the Campus Directory.</p> | <p>For example:</p> <p>Wyszynski, Sara Ann (Mrs.)<br/>         LIB 52E MAIL: Zip +1704<br/>         E-Mail: <a href="mailto:wsara@uakron.edu">wsara@uakron.edu</a><br/>         Dept: Learning Tech &amp; Scho Svs<br/>         Research Applications Trainer</p> |

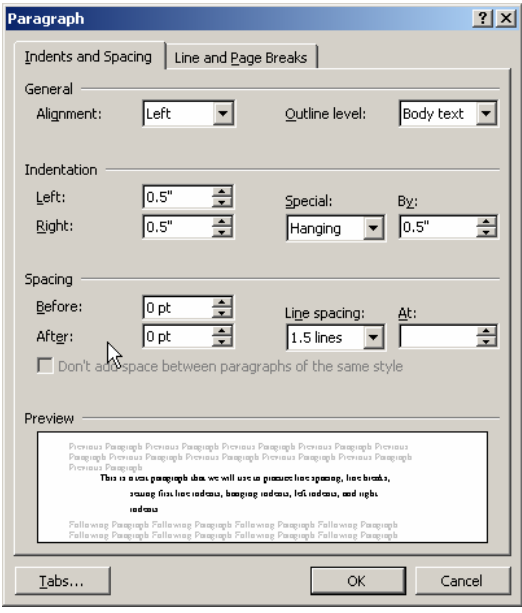
| What you do   | What happens   |
|---|--|
| <p>4. Type the first line of text, which is the name.</p> <p>At the end of the line, use a continuous line break by using <b>Shift + Enter</b>.</p>   | <p>The first line with a continuous line break.</p> <p>¶<br/>Wyszynski, Sara Ann (Mrs.)↵<br/>¶</p>   |
| <p>5. Drag the Hanging Indent marker  to .2” on the vertical ruler.</p> <p>Enter the second line of text, which is the location.</p> <p>At the end of the line, use a continuous line break by using <b>Shift + Enter</b>.</p> | <p>The second line with the hanging indent and continuous line break.</p> <p>¶<br/>Wyszynski, Sara Ann (Mrs.)↵<br/>LIB 52E MAIL Zip +1704↵<br/>¶</p>   |
| <p>6. The indent remains, enter the third line, which is the email.</p> <p>At the end of the line, use a continuous line break by using <b>Shift + Enter</b>.</p>   | <p>The third line with the hanging indent and continuous line break.</p> <p>¶<br/>Wyszynski, Sara Ann (Mrs.)↵<br/>LIB 52E MAIL Zip +1704↵<br/>E-Mail: <a href="mailto:wsara@uakron.edu">wsara@uakron.edu</a>↵<br/>¶</p>  |
| <p>7. The indent still remains; enter the fourth line, which is the Department.</p> <p>At the end of the line, use a continuous line break by using <b>Shift + Enter</b>.</p>   | <p>The fourth line with the hanging indent and continuous line break.</p> <p>¶<br/>Wyszynski, Sara Ann (Mrs.)↵<br/>LIB 52E MAIL Zip +1704↵<br/>E-Mail: <a href="mailto:wsara@uakron.edu">wsara@uakron.edu</a>↵<br/>Dept: Learning Tech &amp; Scho Svs↵<br/>¶</p> |
| <p>8. Enter the last line, which is title.</p> <p>At the end of the line, use the <b>Enter</b> key to start a new paragraph.</p>  | <p>The finished directory entry.</p> <p>¶<br/>Wyszynski, Sara Ann (Mrs.)↵<br/>LIB 52E MAIL Zip +1704↵<br/>E-Mail: <a href="mailto:wsara@uakron.edu">wsara@uakron.edu</a>↵<br/>Dept: Learning Tech &amp; Scho Svs↵<br/>Research Applications Trainer¶<br/>¶</p>   |

| What you do  | What happens  |
|--|---|
| <p>9. After you use the <b>Enter</b> key, you are telling Word to start over.</p> <p>Press the <b>Enter</b> key one more time to give an extra space.</p>  |   |
| <p>10. Use your information to add another directory entry.</p> <p>Notice that your previous hanging indent remains. Be sure to use <b>Shift + Enter</b> at the end of each line to maintain the hanging indent.</p>   | <p>Another directory entry.</p> <p>¶</p> <p>Wyszynski, Sara Ann (Mrs.)<br/>         LIB·52E·MAIL::Zip·+1704<br/>         E-Mail:·<a href="mailto:wsara@uakron.edu">wsara@uakron.edu</a><br/>         Dept:·Learning·Tech·&amp;·Scho·Svs<br/>         Research·Applications·Trainer¶</p> <p>¶</p> <p>Name,·Your·(Ms.)<br/>         LIB·61·MAIL::Zip·+1704<br/>         E-Mail:·<a href="mailto:you@uakron.edu">you@uakron.edu</a><br/>         Dept:·Circulation<br/>         Librarian¶</p> |
| <p>11. You can also use the Paragraph dialog box.</p> <p>Select from the menu <b>Format, Paragraph</b>.</p> <p>In the <b>Special</b> field, select Hanging from the drop down arrow.</p> <p>In the <b>By</b> field, select the number for the indent.</p> <p>Select <b>OK</b>.</p> | <p>The Paragraph box returns.</p>   |

## Left and Right Indents

A left indent indents the entire paragraph at the left margin, while a right indent controls the right boundary for every line in a paragraph.

| What you do  | What happens  |
|--|---|
| <p>1. Copy and paste the paragraph that starts, "This is a test..." from page 1 on the top of page 2.</p> <p>Remove the Hanging Indent.</p> <p>You can do this by selecting from the menu <b>Format, Paragraph</b> and in the Paragraph box select <b>none</b> in the special field.</p>   | <p>The paragraph is pasted on page two and the Hanging Indent is removed.</p>  <p>This is a test paragraph that we will use to practice line spacing, line breaks, setting first line indents, hanging indents, left indents, and right indents. First, we will do this by using the ruler and then we will see how this can be done using the menu option of Format and Paragraph.</p> |
| <p>2. Place the cursor in front of the word, "This" in the paragraph you just copied.</p> <p>Drag the left indent marker, the rectangle  at the base of the hanging indent , (the rectangle at the base of the hanging indent) to 1" on the horizontal ruler.</p> | <p>The left indent set at 1".</p>  <p>This is a test paragraph that we will use to practice line spacing, line breaks, setting first line indents, hanging indents, left indents, and right indents. First, we will do this by using the ruler and then we will see how this can be done using the menu option of Format and Paragraph.</p>   |
| <p>3. Verify that the cursor is someplace in the paragraph.</p> <p>Drag the Right indent marker , arrow pointing up at the right side of the horizontal ruler, to 5".</p>   | <p>The right indent set at 5".</p>  <p>This is a test paragraph that we will use to practice line spacing, line breaks, setting first line indents, hanging indents, left indents, and right indents. First, we will do this by using the ruler and then we will see how this can be done using the menu option of Format and Paragraph.</p>  |

| What you do   | What happens   |
|---|--|
| <p>4. You can also use the Paragraph dialogue box.</p> <p>Select from the menu <b>Format, Paragraph</b>.</p> <p>In the <b>Left</b> and <b>Right</b> fields, enter the measurement for the Indents or use the arrows to select.</p> <p>Select <b>OK</b>.</p> | <p>The Paragraph box returns.</p>  |

## Alignment

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There are many other ways to work with the alignment and spacing of the document.

### Icons on the Toolbar:

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#### Indent:



Decrease Indent: Indents a selected paragraph to the previous tab stop



Increase Indent: Indents a selected paragraph to the next tab stop.

#### Alignment:



Align Left: Aligns selected text at the left margin or indent.



Center: Centers selected text between the margins or indents.

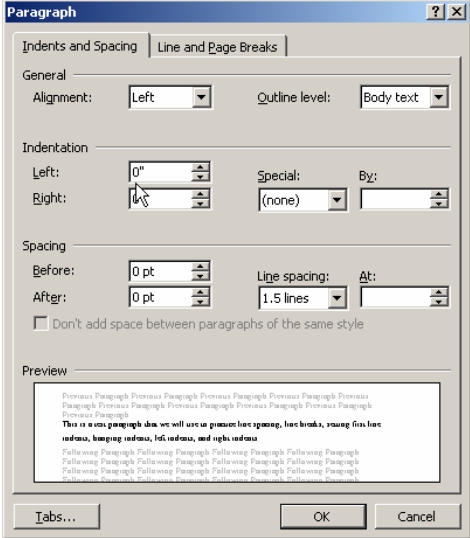
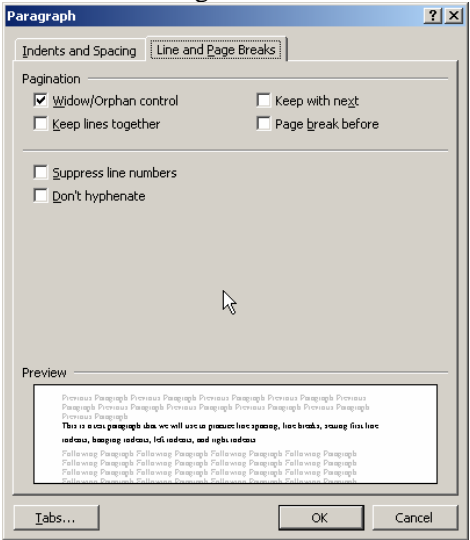


Align Right: Aligns selected text at the right margin or indent.

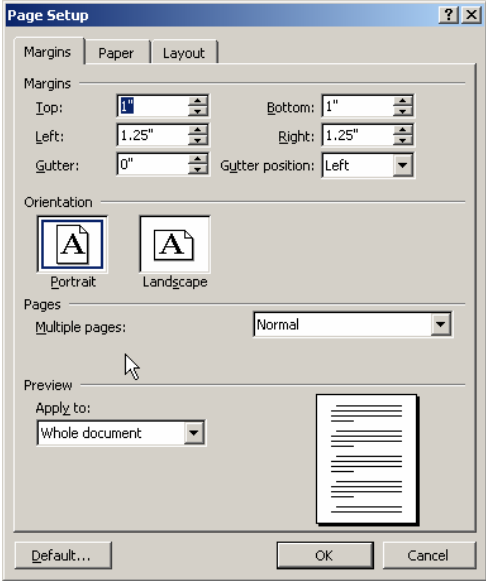
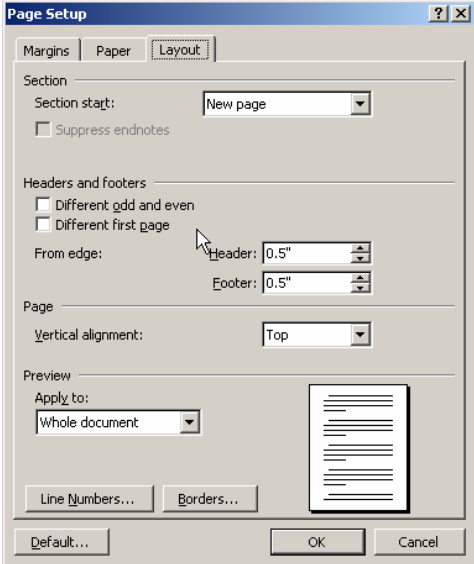


Justify: Aligns selected text within the left and right margins or indents.

Paragraph Box

| What you do  | What happens   |
|--|--|
| <p>1. Select from the menu <b>Format, Paragraph.</b></p> <p>2. On this tab, you can set the Alignment, Indents, and Spacing.</p> <p>Go to the next tab, Line and Page Breaks.</p>  | <p>The Paragraph box returns.</p>  |
| <p>3. This tab has the following options available:</p> <p><b>Widow/Orphan control:</b> Prevents a single line from going to the next page in a paragraph or a single line of a paragraph being at the bottom of a page.</p> <p><b>Keep lines together:</b> Prevents a page break within a paragraph.</p> <p><b>Keep with next:</b> Prevents a page break between the selected paragraph and the following paragraph.</p> <p><b>Page break before:</b> Inserts a manual page break before selected paragraph.</p> <p><b>Suppress line numbers:</b> Prevents line numbers from appearing next to the selected paragraph.</p> <p><b>Don't hyphenate:</b> Turns on and off automatic hyphenation.</p> | <p>The Line and Page Breaks tab returns.</p>    |

**The Page Setup Box**

| What you do   | What happens   |
|---|--|
| <p>1. Select from the menu <b>File, Page Setup.</b></p> <p>2. On the Margins tab, you can adjust the spacing of the entire document by adjusting the Margins for the <b>Top, Bottom, Left, Right, Gutter, Header, and Footer.</b></p> <p>In the Multiple pages field, you have additional options which allow you to print multiple pages to a sheet, print in booklet format, or use Mirror Margins.</p> <p>Advance to the Layout tab.</p> | <p>The Page Setup box returns.</p>  |
| <p>3. On the Layout tab, you can adjust the vertical alignment of the whole document or selected text.</p> <p>In the <b>Vertical alignment</b> field, select Top, Center, Justify, or Bottom for the alignment type.</p> <p>In the <b>Apply to</b> field, select Whole document or Selected text.</p>   | <p>The Layout tab returns.</p>    |