

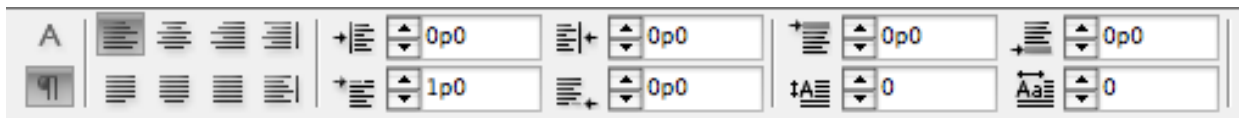
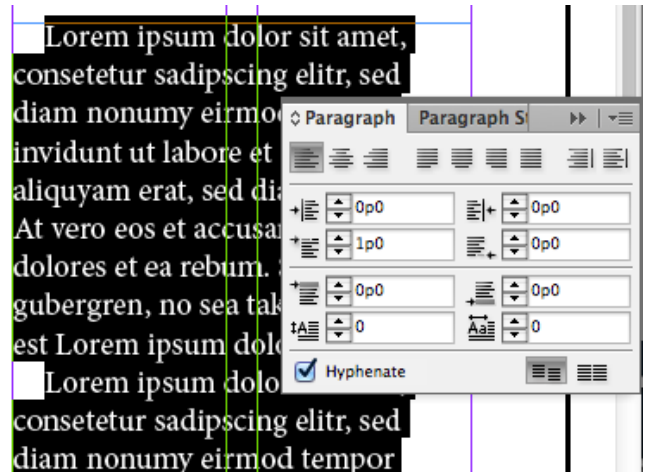
HOW TO SET INDENTS IN ADOBE® INDESIGN®



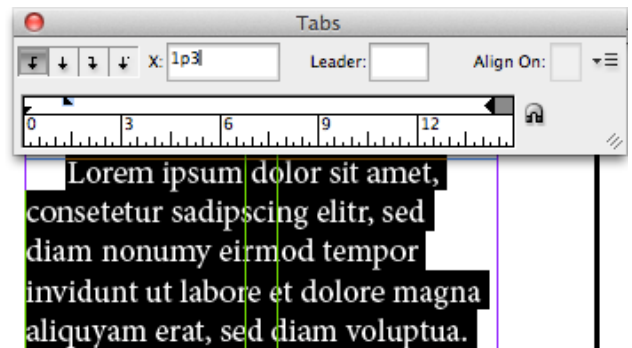
Indents are helpful for aligning columnar text and will move text in from the left or right margins. Use first-line indents, not tabs or spaces, to indent the first line of a paragraph.

FIRST-LINE INDENT

- Indent the first line of each paragraph using the Paragraph palette, Control palette or Tabs palette.
- Highlight the text with the **Type** tool.
- **Paragraph palette:**
 - Type the amount of the indent in the **First Line Indent** field.
 - Press **Enter/Return**.
 - For example, to indent 1 pica, type 1p
- **Control palette:**
 - Click on the Paragraph icon(left side)
 - Type the amount of the indent in the **First Line Indent** field.
 - Press **Enter/Return**.
 - For example, to indent 1 pica, type 1p.



- **Tabs palette:**
 - Select **Tabs** from the **Type** menu (Windows: Ctrl + Shift + T, Mac: Command + Shift + T).
 - Drag the top marker (left side) to the right the amount needed, or
 - Select the top marker and type a number in the **X** field.



INDENT ENTIRE PARAGRAPH

- Indent a paragraph using the Paragraph palette, Control palette or Tabs palette.
- Highlight the text with the **Type** tool.
- **Paragraph palette:**
 - To indent to the left, type the amount of the indent in the **Left Indent** field.
 - To indent to the right, type the amount of the indent in the **Right Indent** field.
 - Press **Enter/Return**.
- **Control palette:**
 - To indent to the left, type the amount of the indent in the **Left Indent** field.
 - To indent to the right, type the amount of the indent in the **Right Indent** field.
 - Press **Enter/Return**.



- **Tabs palette:**
- Select **Tabs** from the **Type** menu (Windows: Ctrl + Shift + T, Mac: Command + Shift + T).
- Drag the bottom marker (left side) to the right the amount needed, or
- Select the bottom marker and type a number in the **X** field.

HANGING INDENT

- Create a hanging indent using the Paragraph palette, Control palette or Tabs palette.
- Highlight the text with the **Type** tool.
- **Paragraph Palette:**
 - Type a positive amount in the **Left Indent** field and a negative amount in the **First Line Indent** field.
 - Press **Enter/Return**.
 - For example, use 1p for the Left Indent amount and -1 for the First Line Indent amount.
- **Control palette:**
 - Type a positive amount in the **Left Indent** field and a negative amount in the **First Line Indent** field.
 - Press **Enter/Return**.
 - For example, use 1p for the Left Indent amount and -1 for the First Line Indent amount.
- **Tabs palette:**
 - Select **Tabs** from the **Type** menu (Windows: Ctrl + Shift + T, Mac: Command + Shift + T).
 - Hold down the **Shift** key and drag the bottom marker to the right.

