

How to indent words in Word - Indent the first line of paragraphs in Word

You are looking for ways to indent words in Word, indent the first line of paragraphs in Word to present more scientific text. Below the article shows you 3 ways to indent words in Word, indent the first line of paragraphs in Word, invite you to follow.

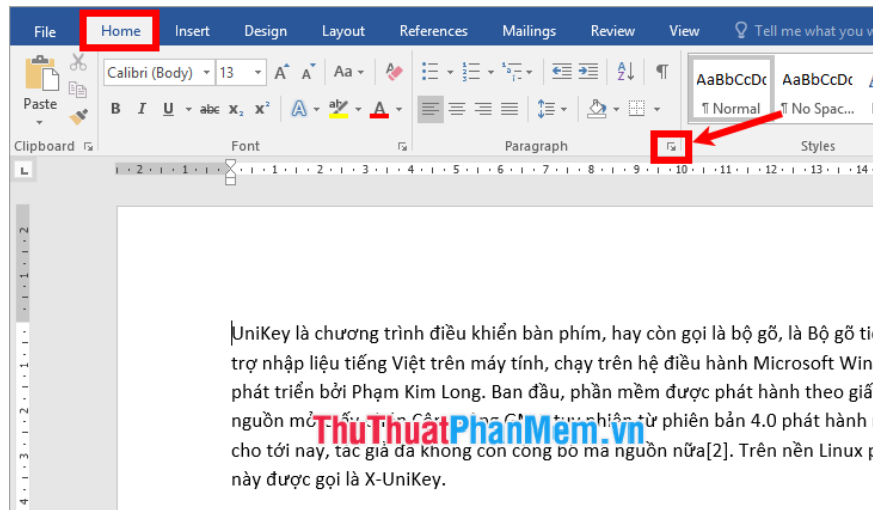
You are looking for ways to indent words in Word, indent the first line of paragraphs in Word to present more scientific text. So invite you to refer to the following article to learn how to indent in Word.



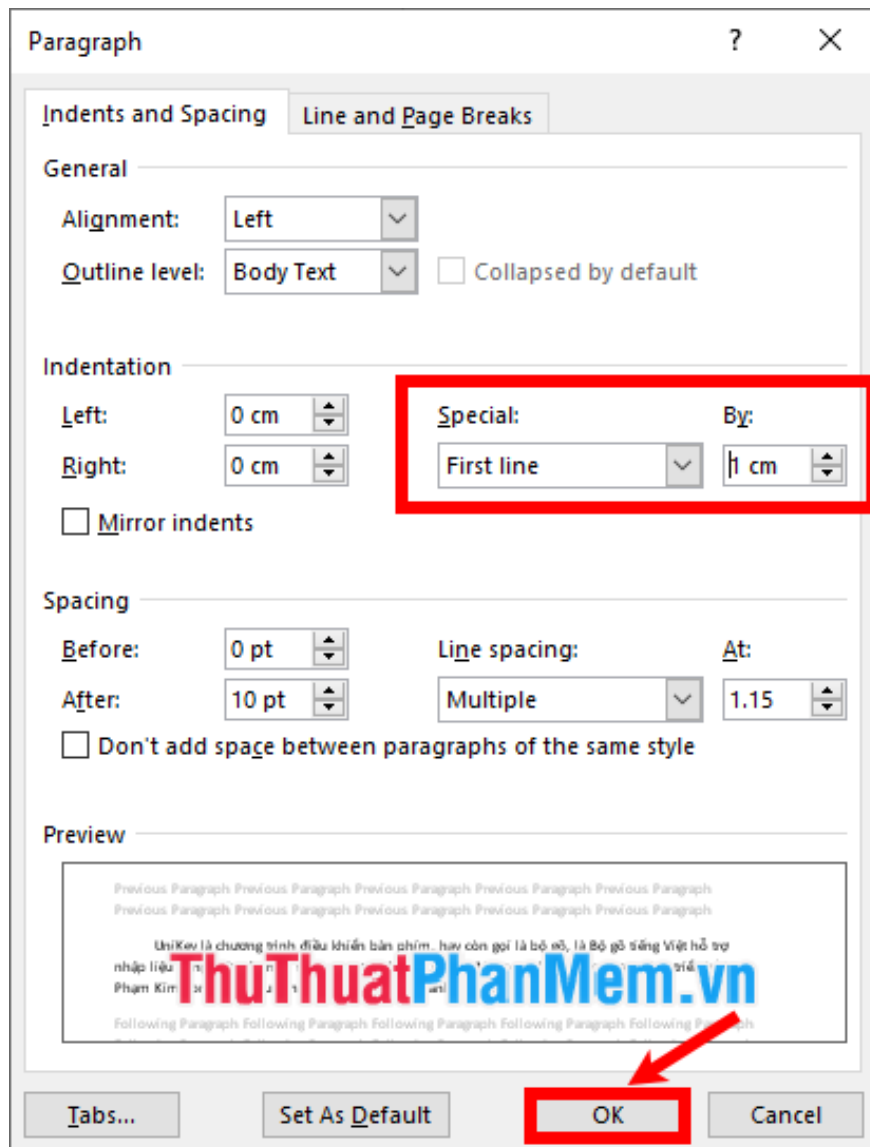
Below the article shows you 3 ways to indent words in Word, indent the first line of paragraphs in Word, invite you to follow.

Method 1: Indent the first line using the features of Paragraph

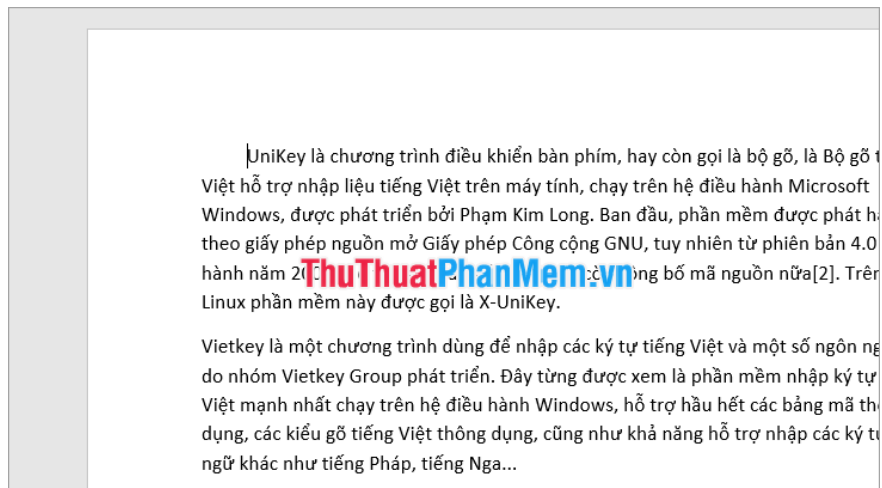
Step 1: Place the cursor in the position you want to indent, select the **Home** tab and click the **Paragraph Settings** icon .



Step 2: The **Paragraph** window appears , in the **Indents and Spacing** tab, select **First line** in **Special** , and choose the indentation distance in the **By** section . Preview it in the **Preview** section , then select **OK** .

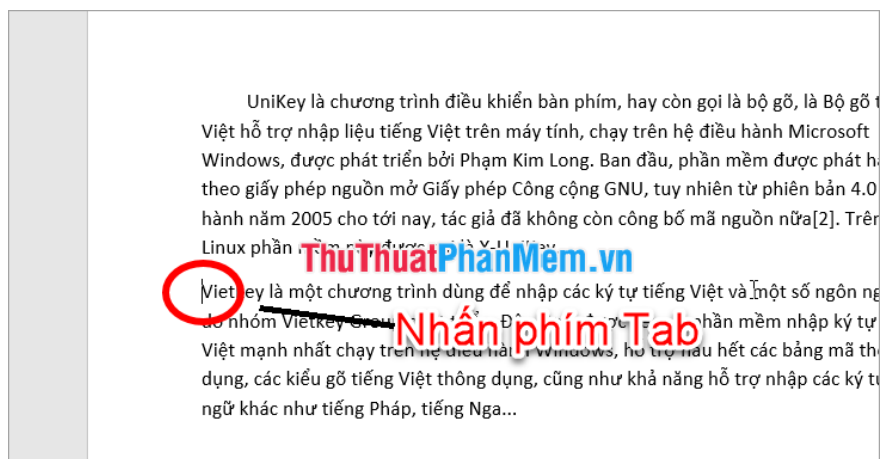


The text will then be indented the first line, and the subsequent text will be indented the first line.

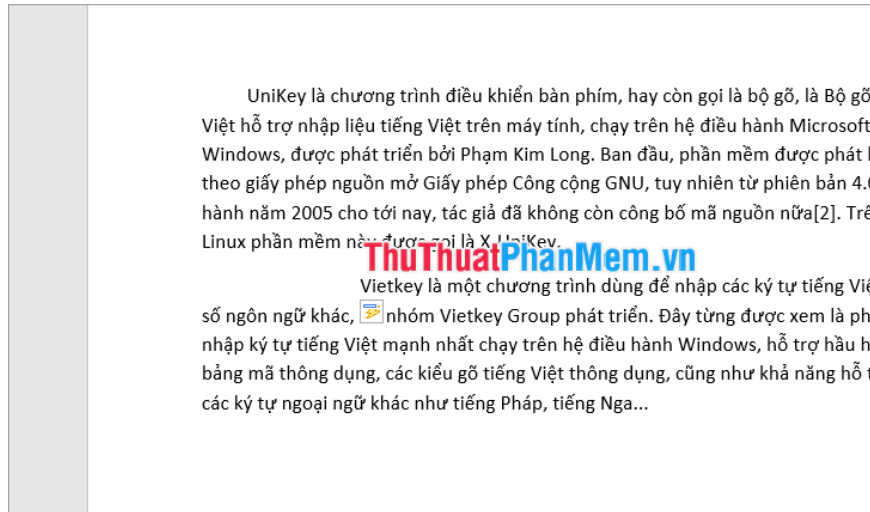


Method 2: Indent the first line using the Tabs key

Step 1 : Place the mouse cursor at the first line of the text to indent, press the **Tabs** key on the computer keyboard to indent the first line.

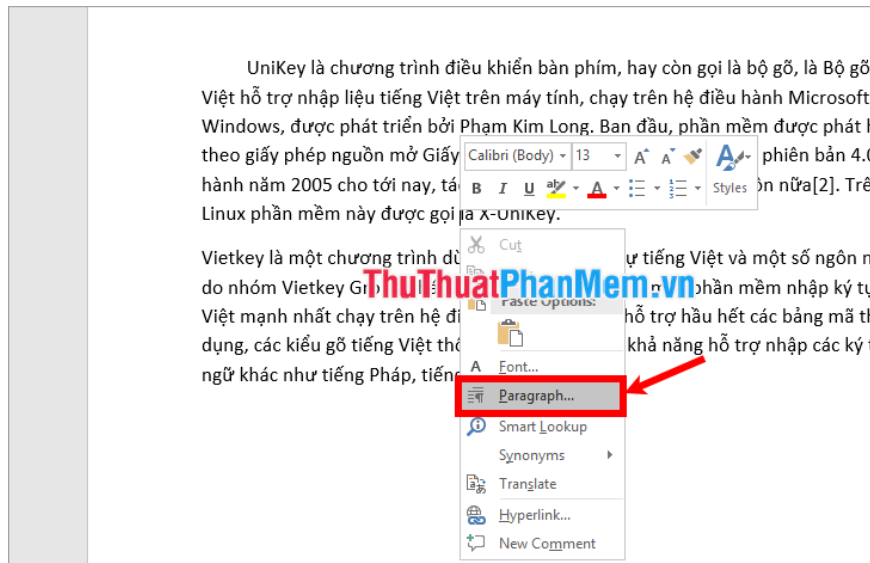


The text will then be indented the first line.

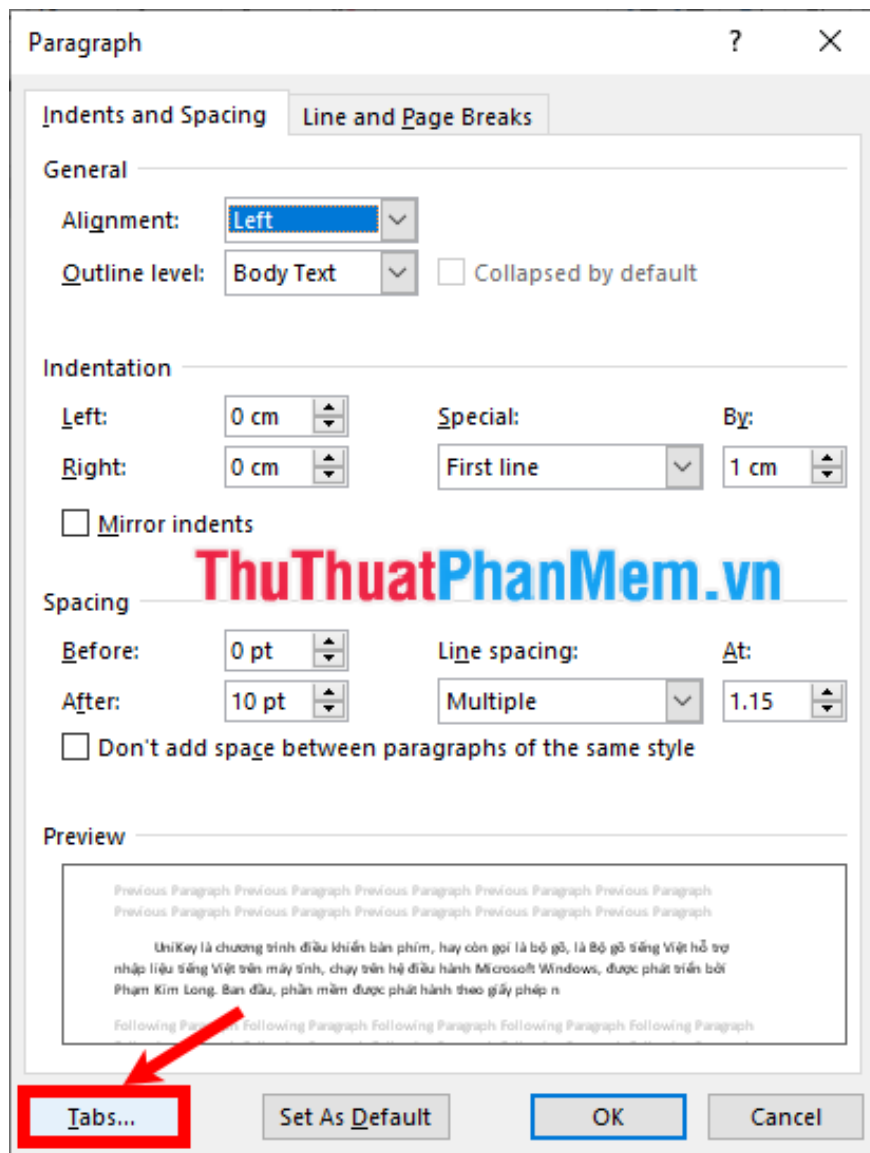


Step 2 : If the indentation distance is not what you want, you can make changes by:

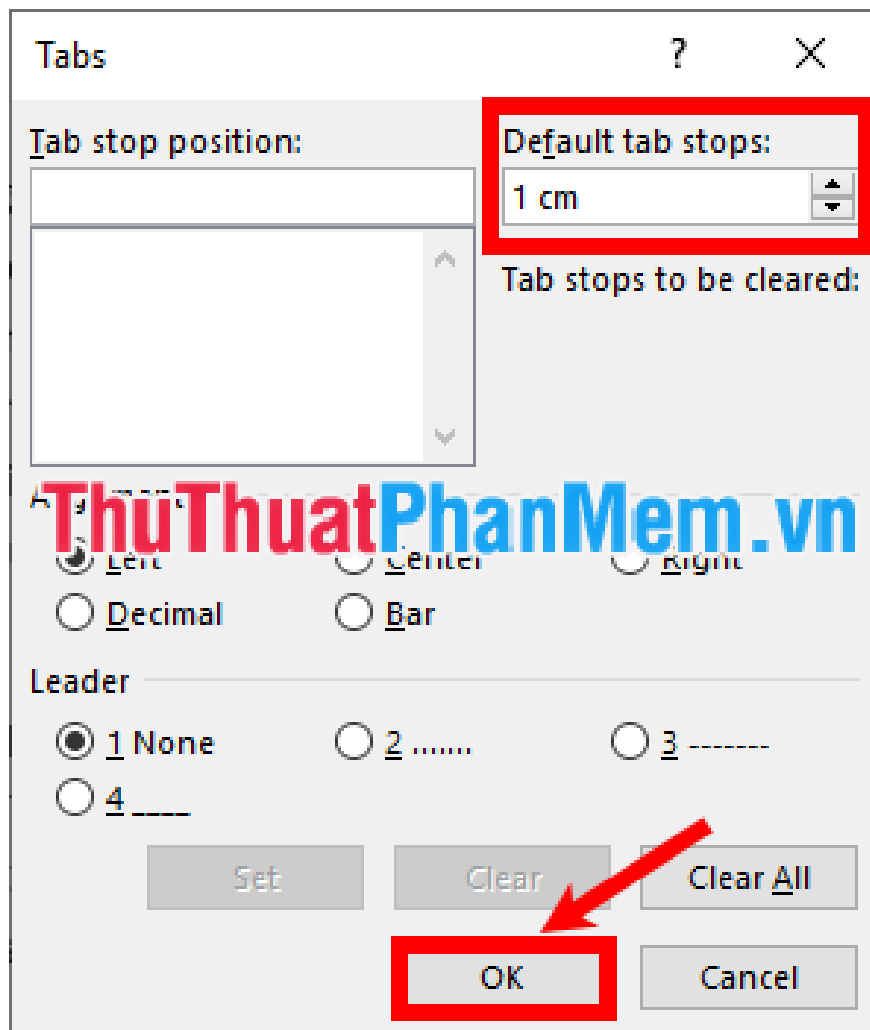
1. Right click and select **Paragraph** .



1. **Paragraph** dialog box appears, select **Tabs** .



1. On the **Tabs** dialog box, change the indenting distance in the **Default tab stops** section and click **OK**.

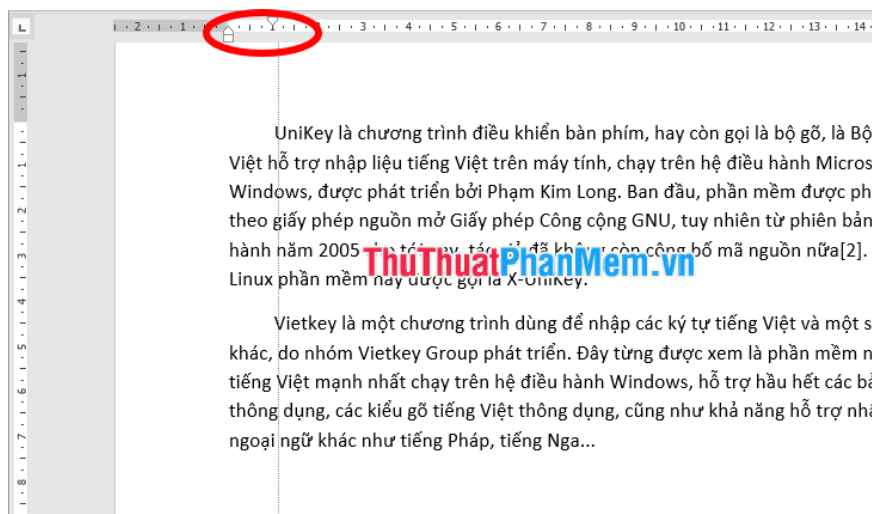


So when pressing **Tabs** , your text will be indented according to the distance you have entered.



Method 3: Use the alignment tool on the horizontal ruler

Put the mouse in the position you want to indent the beginning of the line, next you can click on the icons as shown below and drag to the desired position.



Above TipsMake.com showed you 3 ways to indent the first line of a paragraph in Word. So you can quickly indent when necessary in the process of text editing in Word. Good luck!

You finished reading the article "**How to indent words in Word - Indent the first line of paragraphs in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.