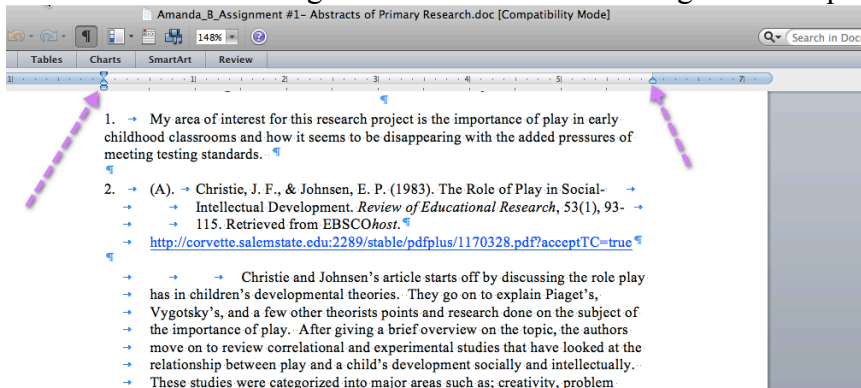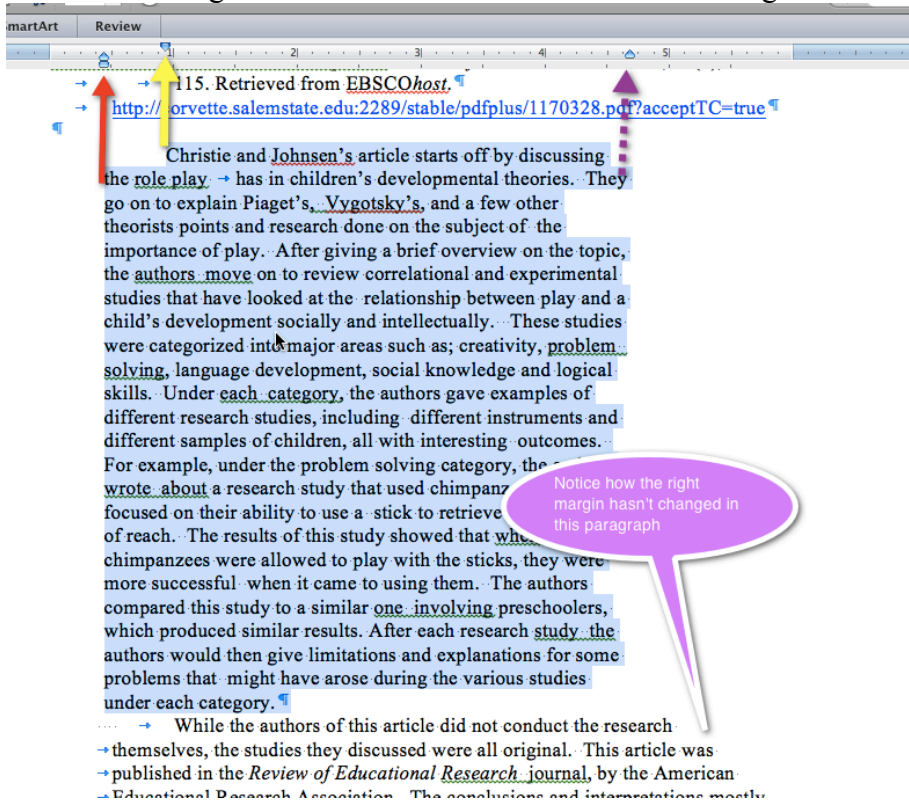# Using MS Word's Ruler to adjust the margins

The ruler has an 'indent' marker, an 'outdent' or left margin' marker and a right margin marker. The indent and left margin markers can be moved together or separately.

Notice in the screenshot below that all three markers have been adjusted independently. Also in contrast to the screenshot above, there was no need to add a tab at the start of each line to move the text to the right. This saves a lot of work and formatting headaches! ☺

To view the tab markers and paragraph markers, you will need to turn on the 'show all nonprinting characters' tool. You may have to hunt for this tool bar tool a bit.

Using_the_MS_Word_Ruler_to_adjust_the_margins.docx