

## INDENT

Indent means to push text in to the page – from left to right.

The first line of a paragraph may be indented like this:

↙ Many people have decided that they should be doing something more useful with those banana skins, egg shells and other leftovers rather than just tipping them away into a bin. This also applies to garden rubbish - hedge trimmings, fallen leaves and weeds. If you decide that you want to produce your own compost by using household waste you should be aware that you can follow some simple rules. For the best results try to balance the contents of your bin. Aim for the ideal mixture. Two parts nitrogen-rich material, such as kitchen rubbish and grass clippings, to one part carbon-rich material, such as fallen leaves, straw or paper, is ideal.

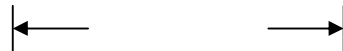
Or the whole paragraph could be indented like this:

↓ Many people have decided that they should be doing something more useful with those banana skins, egg shells and other leftovers rather than just tipping them away into a bin. This also applies to garden rubbish - hedge trimmings, fallen leaves and weeds. If you decide that you want to produce your own compost by using household waste you should be aware that you can follow some simple rules. For the best results try to balance the contents of your bin. Aim for the ideal mixture. Two parts nitrogen-rich material, such as kitchen rubbish and grass clippings, to one part carbon-rich material, such as fallen leaves, straw or paper, is ideal.

**The indent or tab key can be used to indent text.**

The key is above the **CAPS LOCK** key and next to the **Q** key.

It has one or both of the following symbols on it:



It may have the word **Tab** on it.

**To indent only the first line of a paragraph:**

1. Position the cursor just to the left of the first letter in the line.
2. Press the indent/tab key.

**To indent an entire paragraph:**

1. Position the cursor just to the left of any line in the paragraph but NOT the first line.
2. Press the indent/tab key.