

Turn Off Set an Indent by Using the Tab Key


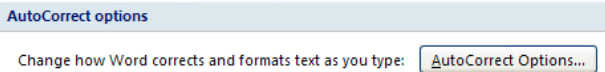
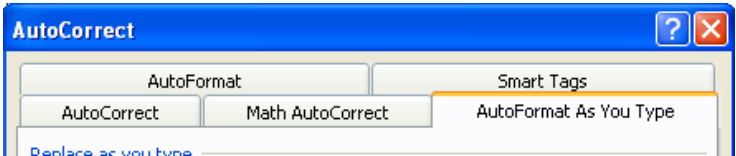
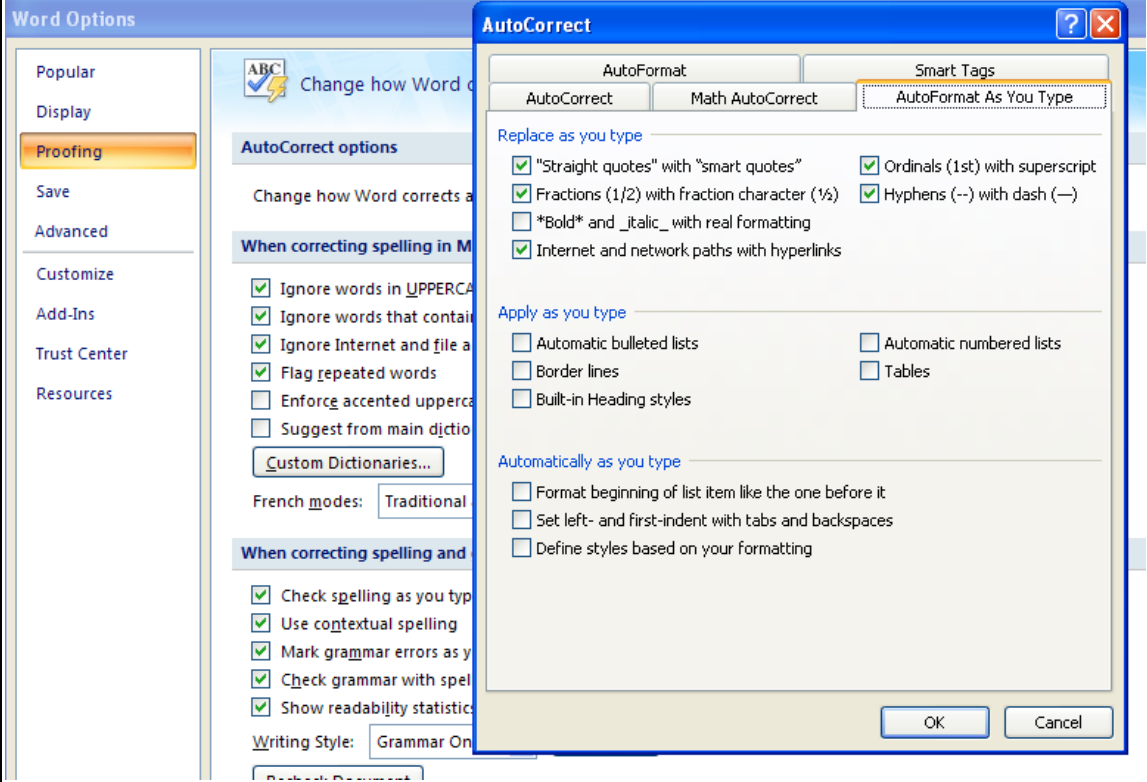
Situation:

You didn't do anything to make it happen, but the first line of each paragraph is indented and subsequent paragraphs are also.

Overview:

In Word Options, you will un check the box for "Set left- and first-indent with tabs and backspaces."

Step by Step Instructions:

1.	Click the Microsoft Office Button  , and then click Word Options... button
2.	Click Proofing.
3.	Under AutoCorrect options, click AutoCorrect Options 
4.	Click AutoFormat As You Type tab 
5.	Under Automatically as you type Remove the check from Set left- and first-indent with tabs and backspaces 
6.	Click OK, Click OK To indent the first line of a paragraph, click in front of the line. Press the TAB key
7.	To indent the entire paragraph, click in the paragraph,