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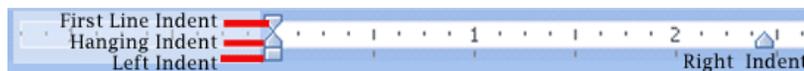
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## Word - Dragging Margins and Indents

Have you ever scratched your head trying to get a paragraph or page to appear correctly using margins and indents? Word gives you two ways to adjusting margins and indents – tool bar or using the drag method.

Today, I am going to review how to use drag to make the necessary adjustments (while referring to the below view).



**To change Indents** (this works for bullets and numbering also):

- Highlight the paragraph or page you want to indent.
- Using the horizontal ruler (see example above) drag the First Line Indent marker (the top left one) to the position where you want the text to start.

**To change where an Indent Hangs** (where it wraps)

- Highlight the paragraph.
- Using the horizontal ruler drag the Hanging Indent marker (the middle left one) to the position where you want the text to wrap.

**To change the Left Indent** (this will move all Indents and Indent Hangs)

- Highlight the paragraph or page you want to adjust.
- Using the horizontal ruler drag the Left Indent marker (the bottom left one) to the position where you want the text to start.

**To change the Right Indent**

- Highlight the paragraph or page you want to adjust.
- Using the horizontal ruler drag the Right Indent marker (the right one) to the position where you want the text to end/wrap.

**To change the Left Margin** (shifts the documents' left margin)

- Using the horizontal ruler position your cursor between the Indent and Hanging marker (see example to the right) until you see a double sided arrow and drag it to where you want it.



**Here are a couple more tips to remember:**

- For precise indent adjustments, you can see the exact measurements on the ruler by holding down ALT while you drag the indent markers.
- If you accidentally click the ruler while you are indenting a paragraph, a tab stop appears. To get rid of the tab stop, just drag it (up or down) off the ruler.

Open up a document and play around with dragging each of the different markers. Then next time you need to make these changes you will be comfortable using them.

If you need help with creating or working with Word files contact us at [info@aapk.com](mailto:info@aapk.com) we have a lot of experience with Word and other MS Office products.

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who can help  
you with:**

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- Social Media Marketing
- Creative Marketing Ideas

## What Does “Above the Fold” Mean?

The statement “Above the Fold” is often used when talking about web site design and is based on an old print term – showing key items above where the page or newspaper is folded.

In web terms it means what is seen on initial load without scrolling down on a web site.

Having your key information, navigation, calls to action and articles of interest above the fold is important to good web design. The majority of viewers will not venture past the “fold” (i.e. scroll down) unless they find something above the fold enticing enough to look further.

But when designing or redesigning your site remember to not make the “above the fold” too busy with stuff. Don’t make it confusing. Think hard about what is the most important for viewers and how best to present information that will move them to the next step (or page).

With the variety of screen resolutions and sizes, there is no way to definitely find a “fold line” on your site, the best way to approach this is to test pick an imaginary line and work above that. Be sure to test out the site on a variety of screens and devices to be sure that you have achieved “above the fold” on all or most of the devices.

If you need help with a web design or redesign contact us today at [info@aapk.com](mailto:info@aapk.com).

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## You Have To Laugh

Funny Video: Disco Bird - <http://www.cnn.com/video/data/2.0/video/living/2013/05/17/orig-jtb-distraction-disco-bird.youtube.html>

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