YouTestMe

Step-by-Step Guide to Indent Text



File name	Step-by-Step Guide to Indent Text
Author	YTM
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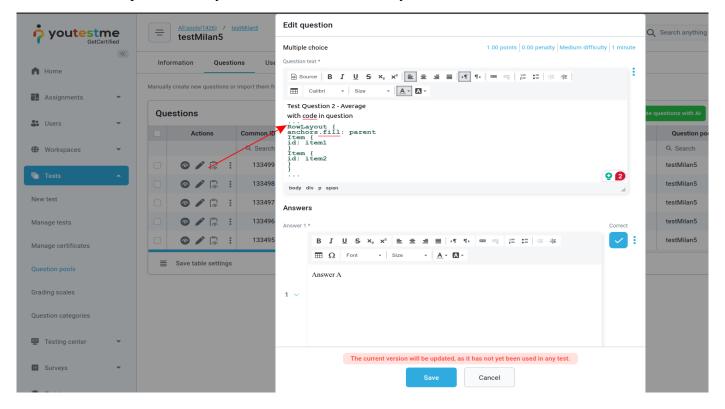
2 Introduction

Following these steps will help you to increase and decrease indents in text of the question.

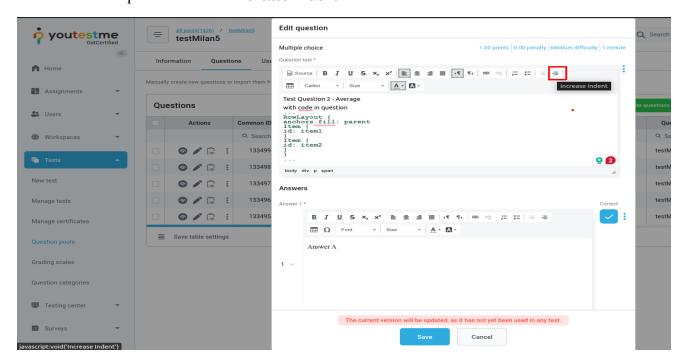
3 Instruction



• Step 1: Position your mouse before the word you want to indent.

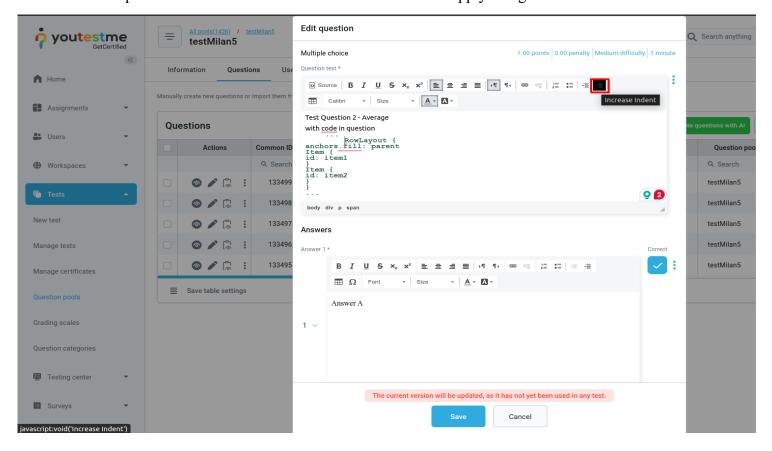


• Step 2: Select the "Increase Indent" button.

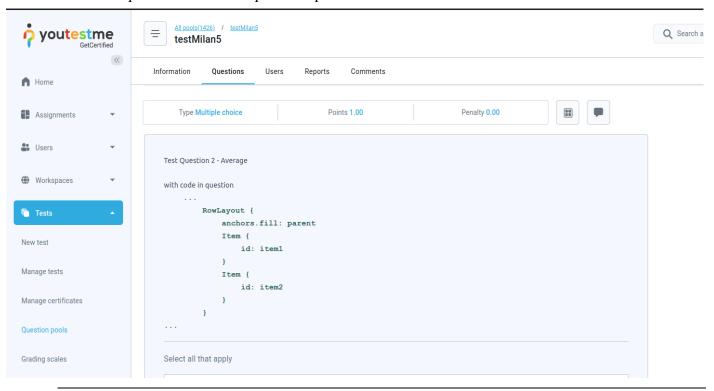




• Step 3: Double-click the "Increase Indent" button to apply a larger indent if needed.



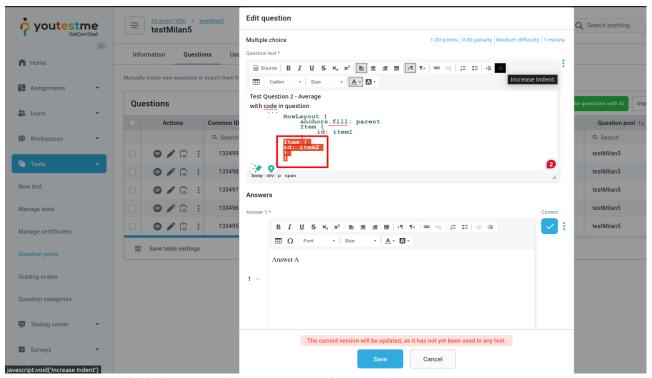
• Step 4: Click save and preview question.





4 Tips

• You can also select multiple sentences and click "Increase Indent" to apply it to all selected text



• To reduce the indent, use the "Decrease Indent" option.