This paragraph contains indented text. This means that the left margin on the first line is indented from the rest of the paragraph. The top margin setting on the ruler is indented to the right of the lower margin setting.

The whole of this paragraph has been indented from the left margin and is called an indented paragraph. This is sometimes used to show sub-text within a document, or for showing a quotation from another author.

This paragraph is a normal paragraph with no indents and no hanging first line. The margin settings on the ruler are directly above each other.

This paragraph is called a hanging paragraph. This means that the first line of the paragraph is aligned to the margin and all other lines are left hanging. The bottom margin setting on the ruler is indented to the right of the top margin setting.

Good use

One really good use of a hanging paragraph is for short titles like this one to be followed by the relevant text. By setting a tab stop on the first line, the short title can be used as a heading. This layout can give each heading a powerful effect on the page, without any other text enhancement like enlarging or emboldening the text.