> ℹ **Tip**
>
> Paragraph spacing is often used in computer documentation, such as this book. Paragraph indentation (see next topic) is more commonly used in other documents. For good design, use paragraph spacing or paragraph indentation, never both.

Paragraph indentation

You can use the buttons labelled 10, 11, and 12 in Figure 60 to increase the amount of space to leave between the left and right page margins and the paragraph.

The distances are determined by settings 15 (*Before Text Indent*; that is, from the left margin), 16 (*After Text Indent*; that is, from the right margin), and 17 (*First Line Indent*, which indents the first line from the left margin, or from the specified indentation from the margin).

Button 12, *Switch to Hanging Indent*, leaves the first line at the left margin (or the specified indentation from the margin) and indents all the other lines of the paragraph by the amount specified by button 17 or in the Paragraph dialog.

> This paragraph is an example of a paragraph with a *first line indent*. It is typical of paragraphs in books.
>
> This paragraph is an example of a paragraph with a *hanging indent*. It is often used for numbered paragraphs or those with an icon or other image on the left.

> ✅ **Note**
>
> In right-to-left languages, the behavior of the Before Text and After Text indents is the opposite: "before" is on the right margin; "after" is on the left margin.

Paragraph background color

Click the button labelled 7 in Figure 60 to open a palette from which you can choose a color for the background of the paragraph. From this palette, you can also click Custom Color to open the Pick a Color dialog, where you can define new colors to be added to the palette.
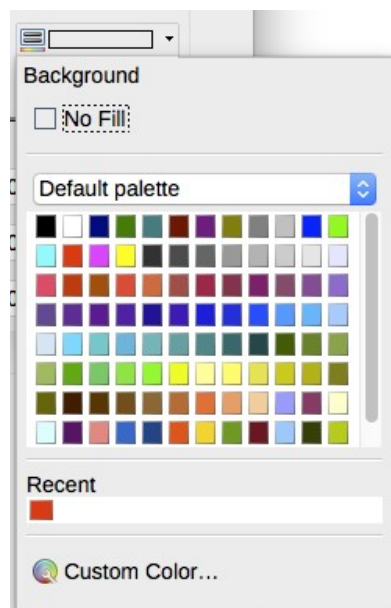

Figure 66: Selecting a background color for a paragraph