*Note how the Indent symbols on the ruler show how much (i.e. where) the paragraph has been indented. (If the Ruler is not showing, View, Show group, check Ruler.)*

**Click in this paragraph and then click once on the Increase Indent command.** Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

**Click in this paragraph and then click twice on the Decrease Indent command.** You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

**Indent this paragraph 1.27 cm.** For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

**Indent this paragraph even more.** Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.

**Place this paragraph against the left margin by using Decrease Indent.** When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.