If no indentation has been set, then the two triangles on the left-hand side appear against the left margin, underneath one another. The single triangle on the right-hand side (for the right indent) is against the right margin.

The top triangle (pointing down) is used to set the indentation of the first line of a paragraph. First line indentation is commonly used in newspapers and magazines to indicate the start of a new paragraph.

The bottom triangle on the left (pointing up) is used to indent the remaining lines (all except the first line) in a paragraph. This is called a hanging indent.

1. A hanging indent is used when paragraphs are numbered (as in this case). It can also be used for bulleted lists.
2. *Word’s* automatic numbering makes these easy to create.

You can also indent a paragraph on both sides (left and right), independently of each other.