



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - March 2009

Turning computers off at night

Please remember to turn off your computer at night before you leave for the day. Many of the software patches and security settings that Systems Division forwards to your machines only install when the computer boots up. Turning your computer off at night also saves energy and prevents your computer from crashing if we have a power outage at night.

If Systems Division has a large patch to push, we will sometimes do it at night. We can turn your machine on remotely during the night and install the new software or patches. Sometimes you might come into work the next day and find your computer already turned on. This might mean that we patched your system, or that we ran an inventory of software to find what version is on your machine so we know which machines need updates.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

March Tech Tips

- **Word paragraph margins and indents**

Sometimes you might need to edit a document you received that has paragraphs that wander all over the left side of the page. The person who created the document might have tried to indent some paragraphs and ended up using multiple spaces, tabs, or tables to try and get the left margin to do what they wanted. Here is the easy way to do it.

To easily adjust the margins on a paragraph, make sure you can see the ruler at the top of the document editing area. At the left margin you should see a symbol that looks like an hourglass. This is actually three tools that help you adjust your margins and indents.



The **First Line Indent** marker (the top triangle) controls the starting position of the first line of a paragraph.

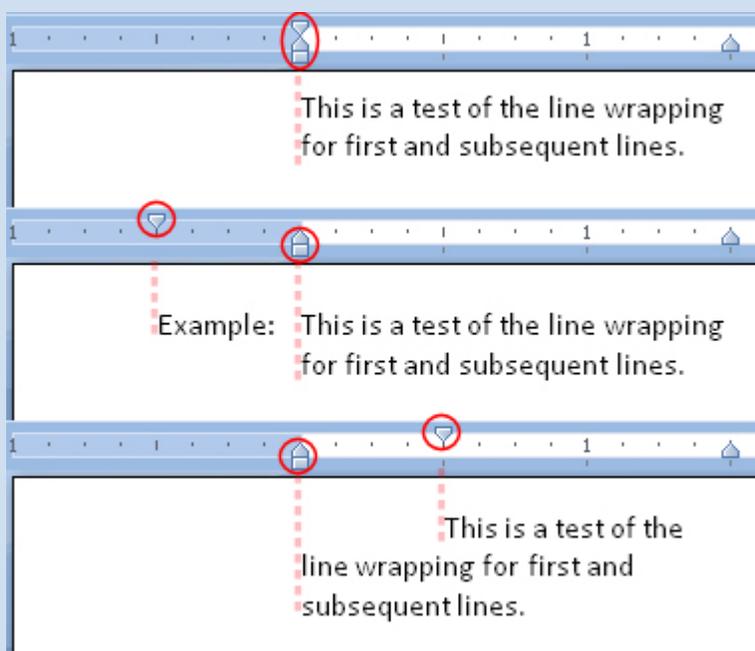


The **Hanging Indent** marker (bottom triangle) positions the start of the second and all following lines of text in a paragraph.



The **Left Indent** marker is the square underneath the **Hanging Indent** marker. You can use it to move the hanging indent and first line indent together, keeping any space between them constant.

Here are three examples of the same paragraph with the indents set with the first line at different spots on the ruler.



The small rectangle (Left Indent Marker) is used to move both the First Line Indent and the Hanging Indents at the same time. You would use this if you needed to move the left edge of the document, but wanted to keep the first line indent and subsequent lines the same distance apart.

The easiest way to get the hang of this is to open a document and experiment. You will very quickly learn to fix margin problems once you understand what the controls do.

If you have any questions, please call the Computer Helpdesk at 6377.