

Edit the Indent of an Entry

1. In the right window, click on **Content**
 - *A drop-down menu will unfold*
2. Click on **Edit Index**
 - *The "Edit Index" menu will open*
3. Click the "Indent" column entry in the row you want to edit
4. Click until you find the amount of indent you want to have, indicated by a number between 0 and 3, with zero meaning no indent and 3 meaning the most possible indent