

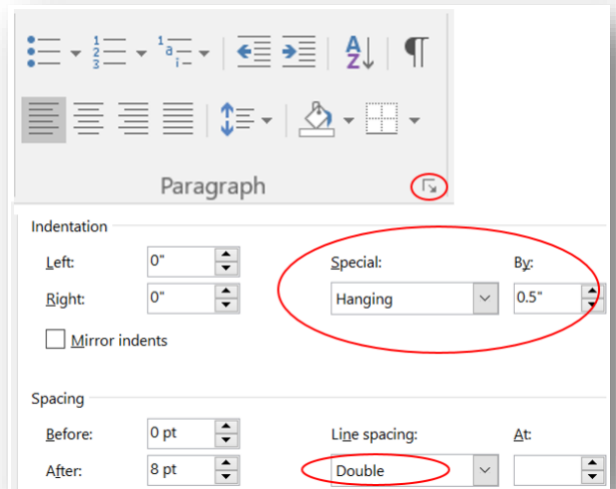
# Formatting a Hanging Indent

## Microsoft Word

1. Select the text you want indented.
2. Right click and select Paragraph.\*
3. Under Special, select hanging.
4. If you don't see 0.5" under By: use the drop down arrow to select 0.5.
5. Under Spacing, select Double.
6. Click OK.

\* If you don't see the Paragraph menu when you right click:

- a. Click Layout at the top.
- b. Click the small down arrow in the Paragraph menu.
- c. Follow steps 3-6.



## Google Docs

1. Select the text you want indented.
2. Click on Format at the top.
3. Click Align & Indent.
4. Click Indentation options.
5. Under Special indent, choose hanging and type 0.5.
6. Click Apply.

