USING WORD: HANGING INDENTS

Adjusting for Hanging Indents

Hanging indentation is the reverse of regular paragraph indentation. Here, the first line is flush with the margin and the rest of the lines are indented. **This indentation is used when listing sources at the end of your paper.**

There are two ways to set-up hanging indents:

1. Using the Paragraph Spacing Settings:

   a. Click and drag to highlight your entire list of references (or do this before starting).
   b. Click the "Home" tab.
   c. Click the box/arrow button in the "Paragraph" section.
   d. Click the drop-down menu under the "Special" setting and choose "Hanging."
   e. Click the drop-down menu under the "By" setting and choose 0.5" (or 0.63 cm).
   f. Click "OK" to finish and exit the menu.
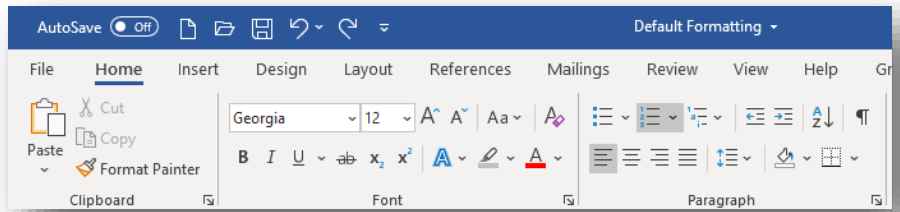
2. Using the Ruler:
   a. Click the "View" tab.
   b. Check the box beside the "Ruler" option to make a ruler appear at the top of your document.
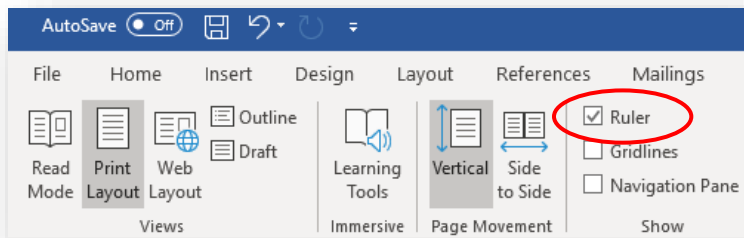
   c. Click and drag to highlight your entire list of references.
   d. Click tab once to indent all entries 0.5" (or 0.63 cm). On the ruler, the two arrows (one pointing up and one pointing down) will shift to match.
   e. Without undoing the highlight, click and drag the top arrow to be flush with the margin (right on the divide between the dark and light). This should adjust all your entries.