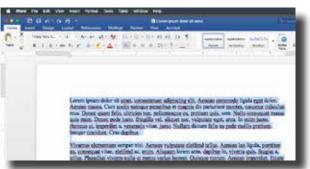
Microsoft Word Hanging Indents



In word processing, a paragraph that has all lines but the first indented is a 'hanging indent'. A hanging indent is also known as a 'hanging paragraph'. You are required to use hanging indents in MLA works-cited pages and APA reference pages.

Step One:

Select the text of your citation.



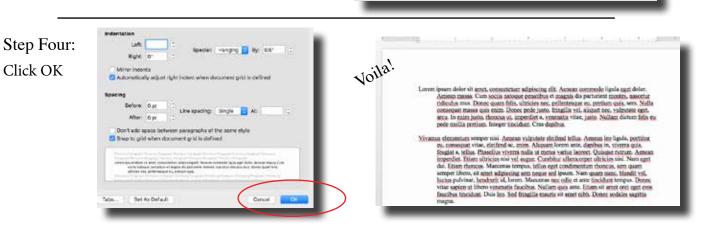
Step Two:

Control Click (Mac) or Right Click (PC) will open a dialogue box.

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Step Three:

Under the Indentation specifications, select Special and click the drop-down menu. Choose Hanging.



Indentation

Left: 0

Right: 0'

Mirror Indents Automatically cial / (none)

By: