

## To format a hanging indent:

1. Drag your mouse across your entry or multiple entries to highlight the area where you want hanging indent. Lines must be separated by paragraphs (hitting enter).
2. Choose the bottom right corner of the “Paragraph” Tab along the top of Microsoft Word so that the dialog box will open.
3. Under “Indents and Spacing” on the pop-up window, go to the “Indentation: Special” drop down menu and choose “hanging” and 0.5 inches.
4. Click OK at the bottom of the dialog box

