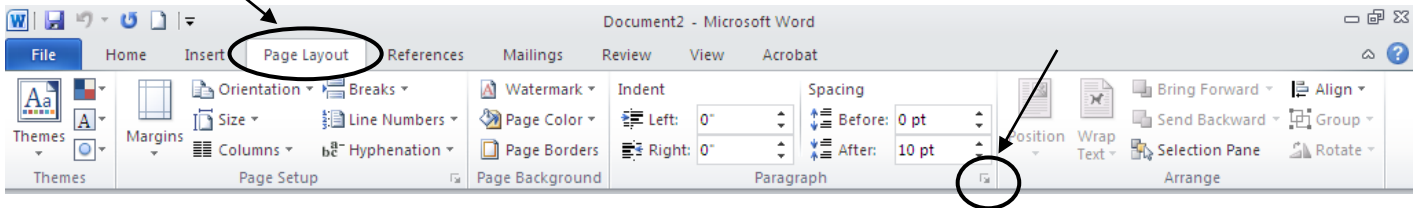


Hanging Indent

<http://www.alverno.edu/media/alvernocollege/library/pdfs/hanging.pdf>

Follow these steps to create a hanging indent in Microsoft Word 2010.

1. On the **Page Layout** tab, click the arrow in the lower right corner of the **Paragraph** box.



2. Click the **Indents and Spacing** tab.
3. In the **Special** box, select **Hanging**, and then in the **By** box, set the amount of space that you want for the hanging indent (this should be set at .5" for APA). Click **OK**.

