

How to create a hanging indent:

How to do a **hanging indent** for references on the References page:

1. Highlight the reference(s). (By left clicking the mouse and holding it down, while running it over the words, then releasing.)
2. Go to the **Home** tab.
3. On the **Paragraph** group, click on the arrow in the lower, right corner to open the window.
4. In the **Indentation** section, go to the **Special** box, and in the drop down menu choose *hanging*.

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