

If this doesn't work...

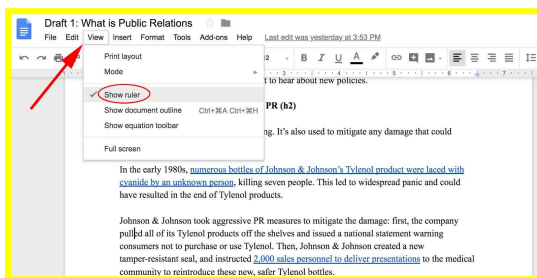
## Hanging indents in Google Docs

1. Highlight the **citation(s)** you want to **indent**. ...
2. Along the top menu, click on "Format," then go down to "Align & **indent**," then click on "**Indentation** options."
3. In the **Indentation** options menu, under "Special," select "Hanging."
4. Click "Apply."

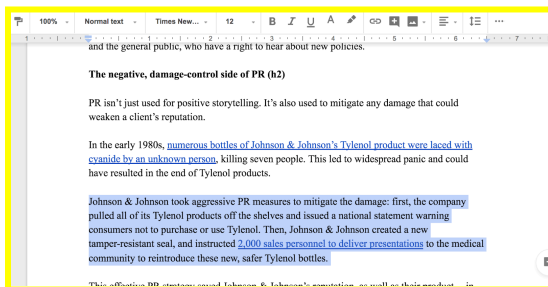
try this...

To create a hanging indent in Google Docs, you'll need to first make sure your ruler is visible. A ruler is the measurement tool at the top of your Doc, used to help align text, graphics, tables, and other elements. To make your ruler visible, simply click "View" in your navigation bar, and make sure "Show Ruler" is checked.

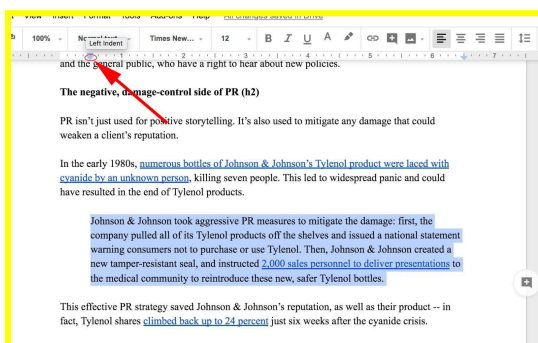
Now that your ruler is visible, you're ready to create a hanging indent.



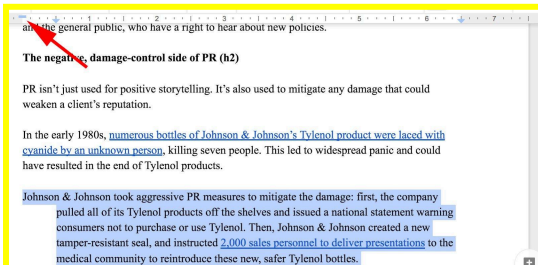
1. First, select the text you want to indent. You can highlight one or multiple paragraphs.



2. Now, drag the left indent marker (the small light blue inverted triangle, which we've circled in red on the screen) to the right, stopping wherever you want your hanging indent to begin -- the rectangle will come along for the ride, which is okay.



3. Now, drag the First Line Indent marker (the light blue rectangle) back to the left margin



4. And there you go! Your hanging indent is created.