If this doesn't work...

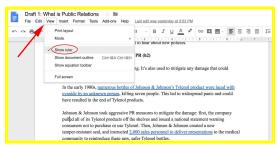
Hanging indents in Google Docs

- 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."

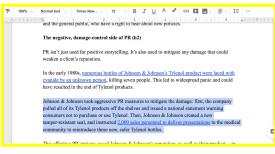
try this...

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.

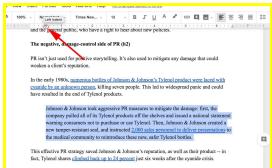
Now that your ruler is visible, you're ready to create a hanging indent.



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

The negative, damage-control side of PR (h2)

PR isn't just used for positive storytelling. It's also used to mitigate any damage that could weaken a client's reputation.

In the early 1980s, numerous bottles of Johnson & Johnson's Tylenol product were laced with evanide by an unknown person, killing seven people. This led to widespread panic and could have resulted in the end of Tylenol products.

Johnson & Johnson took aggressive PR measures to mitigate the damage: first, the company pulled all of its Tylenol products off the shelves and issued a national statement warning consumers not to purchase or use Tylenol. Then, Johnson & Johnson reade a new tamper-resistant seal, and instructed 2,000 sales personnel to deliver presentations to the medical community to reintroduce these news, safer Tylenol bottles.

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