

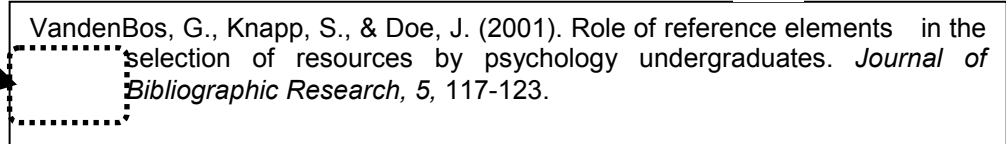
Hanging indents

Microsoft Word 2003

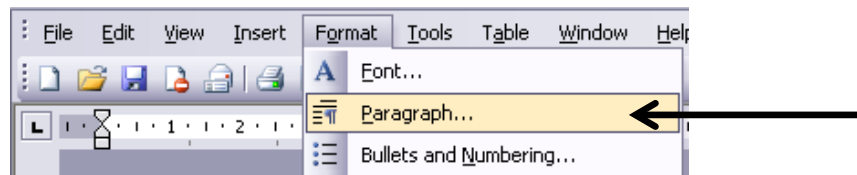
This is useful when adding references for your assignments. For long lists use the **EndNote** program.



Hanging Indentation
From the 2nd line, it is indented.



1. Highlight the area for which you wish to do a hanging indentation
2. **Format > Paragraph'**



3. Select **Hanging** from the **Special** drop list in the **Indents and Spacing** tab > Click **OK**

