

Find Out How To Do A Hanging Indent In Word And Docs Both

A hanging indent is a type of indentation used in academic writing and other forms of professional communication to highlight a citation, reference, or list item. This style of indentation involves indenting the second and subsequent lines of a paragraph, while leaving the first line flush with the left margin. You will know [how to do a hanging indent](#) from below.



To create a hanging indent in Microsoft Word, follow these steps:

- **Step 1: Highlight the text you want to indent.**

To create a hanging indent in Microsoft Word, you first need to select the text you want to format. Highlight the paragraph or list you want to indent by clicking and dragging your mouse over the text.

- **Step 2: Open the Paragraph dialog box.**

With the text highlighted, open the Paragraph dialog box by right-clicking on the highlighted text and selecting "Paragraph" from the drop-down menu. Alternatively, you can click on the "Paragraph" button in the Home tab of the Microsoft Word ribbon.

- **Step 3: Set the indentation values**

You need to go to the "Indentation" section next. From drop down menu select hanging option. This will set the first line of the paragraph flush with the left margin, while indenting the second and subsequent lines. You must know this concerning how to do a hanging indent.

You can adjust the size of the indent by changing the "By" value in the "Indentation" section. The default value is 0.5 inches.

- **Step 4: apply the changes.**

Once you have set the indentation values, you can apply the changes by clicking ok. You should now see a hanging indent in the text you have selected.

If you want to apply the hanging indent to a whole document, you can use the "Styles" feature in Microsoft Word. This allows you to create a custom style that includes a hanging indent, which you can then apply to any text in the document.

Create A Hanging Indent In Google Docs

If you want to know how to do a hanging indent in google docs , follow these steps:

- **Step 1: Open the "Styles" pane.**

In Microsoft Word, go to the "Home" tab of the ribbon and click on the "Styles" button in the "Styles" group. This will open the "Styles" pane.

- **Step 2: Create a new style.**

In the "Styles" pane, click on the "New Style" button at the bottom of the pane. You can open new style formatting through this.

- **Step 3: Set the indentation values.**

In the next step regarding how to do a hanging indent, you will see "Create New Style from Formatting" dialog box, go to the "Format" button and select "Paragraph" from the drop-down menu. By doing this you can open the paragraph dialog box.

In the "Paragraph" dialog box, set the indentation values as you would for a single paragraph, as described in the previous section. Once you have set the indentation values, click "OK" to close the "Paragraph" dialog box.

- **Step 4: Name the new style.**

In the "Create New Style from Formatting" dialog box, give your new style a name that reflects the formatting you have applied. For example, you could name it whatever you want.

- **Step 5: Click "OK" to create the new style.**

Once you have named the new style, click "OK" to create it. The new style will now appear in the "Styles" pane, and you can apply it to any text in your document by selecting the text and clicking on the style name in the "Styles" pane. This shall clear your doubts on how to do a hanging indent.

