1. Make sure the cursor is at the left margin.

2. Select the **Home** tab and then open the **Paragraph Dialog Box** by clicking on the expansion arrow.

3. Select **Hanging** from the **Special** drop-down menu.

4. Make sure **0.5”** is selected in the **By** menu.

5. Set **Before** and **After** to **0 pt**.

6. Select **Double** in the **Line Spacing** drop-down menu.

7. Check **Don’t add space between paragraphs of the same style**.

8. Select **OK**.

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**Library Tech Guide:**

**Creating a Hanging Indent Using MS Word 2013**

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**Questions? Ask a Librarian!**

Columbus Campus: Library, Columbus Hall  Reference Desk:  614.287.2460
Delaware Campus: The Learning Center, Moeller Hall  Service Desk:  740.203.8183

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