

How to create the Hanging Indent for your Bibliography:

1. Is the ruler visible across the top of the page?
 - a. if yes, Highlight/select the text you want indented, drag the lower margin marker to the right a half inch.
 - b. if no, go to # 2
2. What program are you using?
 - a. Microsoft Word (older version with drop down menus) -go to #3
 - b. Microsoft Word (newer version with ribbon bar menus) - go to #4
 - c. Pages - go to #6
3. Highlight/select text, click on “**format**” from drop down menu, select “**paragraph**” - go to #5
4. Right click on the paragraph you would like to have a hanging indent, a menu will pop up - click on “**paragraph**” - go to #5
5. Under “**indentation**”, find the drop down menu under “**special**” there is a drop down menu, select “**hanging**” and click “ok”
6. Click “**Inspector**” in the tool bar, click the **Text** button, click “**Tabs**”. Highlight/select the text you want indented, under “**Paragraph Indents**”, increase the “**Left**” to 0.25in or 0.5 in by clicking on the **up arrow** once or twice.

Bibliography:

“Setting Indents for Paragraphs” Help Menu. Pages '09 (version 4.0.4) [Software].

Wass, Red. "MLA Documentation Guide." *Library Services - Austin Community College*. Austin Community College, 22 Nov. 2011. Web. 31 Jan. 2012.
<<http://library.austincc.edu/help/mla/>>

