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Hanging Indents in Microsoft *Word 2007*[®]

Spring/Summer Hours

Monday 10:00 a.m. – 8:00 p.m.
Tuesday 10:00 a.m. – 8:00 p.m.
Wednesday 10:00 a.m. – 6:00 p.m.
Thursday 10:00 a.m. – 6:00 p.m.
Friday 11:00 a.m. – 3:00 p.m.
Saturday closed
Sunday closed

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This handout will show you a quick and easy way to create hanging indents using Microsoft *Word 2007*.

To begin, you must first have the ruler option enabled. To do this, click on the *View* tab at the top of the program window.

Next, under the *Show/Hide* panel, put a check in the box next to *Ruler*. You should now see a ruler both above and to the left of your document as seen in *Figure 1*.

For our purposes, the key feature of the ruler option is the *Indent Slider* which resembles an hourglass.

To use the *Indent Slider*, go to the paragraph you wish to put the indentation on and put your cursor in front of the first sentence.

Next, go up to the *Indent Slider*, click on the lower half of the *Indent Slider* (bottom triangle as seen in *Figure 2*) and slide it to the right.

By doing this, you will notice all but the first line of your paragraph have moved to the right in correspondence with the *Indent Slider* as seen in *Figure 3*.

Repeat this process on each paragraph in your document as needed.

Figure 1

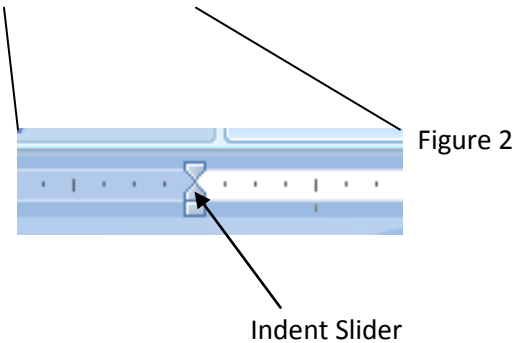
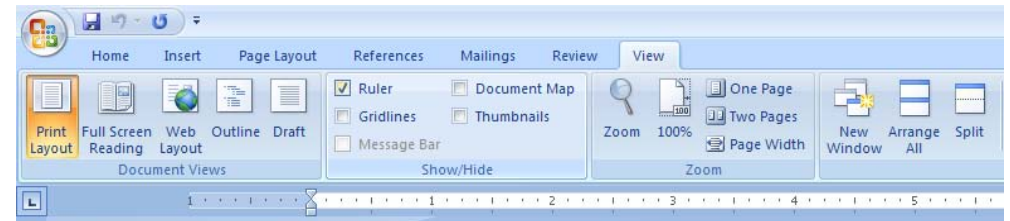


Figure 3

