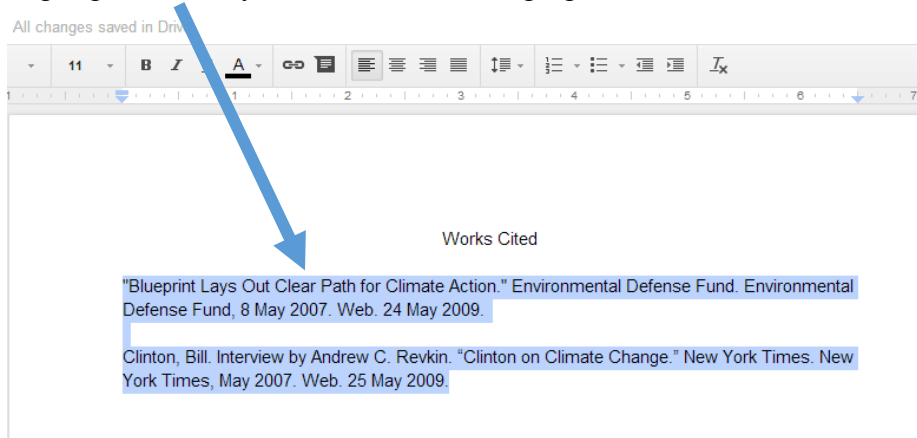
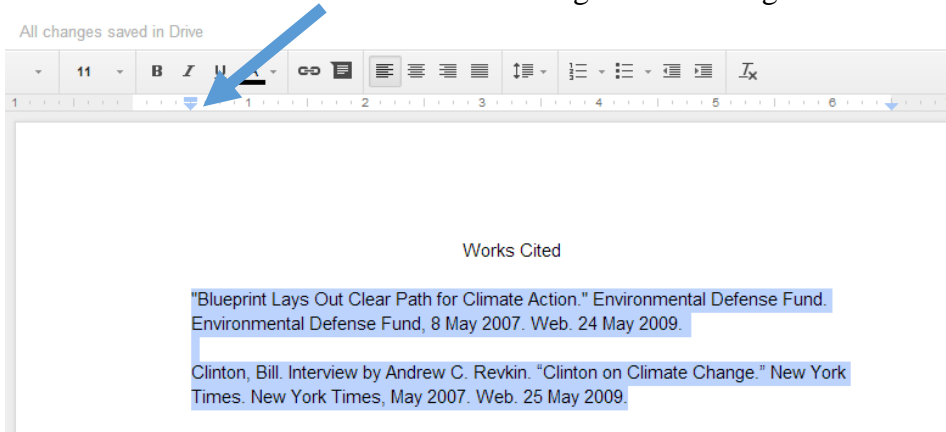


Hanging Indent in a Google Doc

1. Right-click on the document and click “open with” Google Docs
2. Enable the ruler > click “view” and click “show ruler”
3. Highlight the text you want to add a hanging indent to:



4. Click the blue arrow on the ruler and drag over to the right to the ½ inch mark.



5. Click the very top portion of the blue arrow and drag it back to the left

