How to Create a Hanging Indent in Google Docs

by [Caroline Forsey](#) (source: [HubSpot](#)) [2-minute read]

A hanging indent is when the second and subsequent lines of text on a page are indented to the right, so your first line stands out as the only line hitting the margin of the page. Typically, you'd use a hanging indent in a bibliography, Works Cited, or References page.

Here's an example of a hanging indent on a Works Cited page:

> Girardelli, Davide. "Commodified Identities: The Myth of Italian Food in the United States."
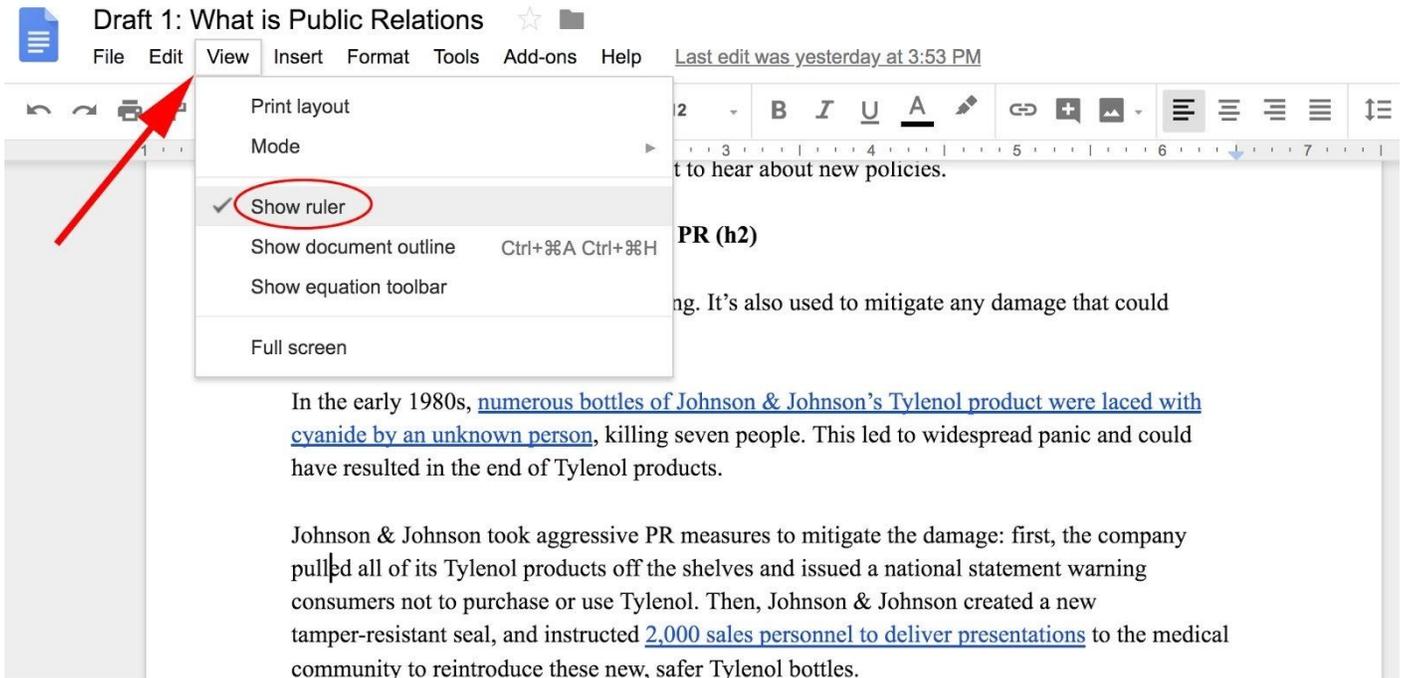> *Journal of Communication Inquiry* 28 (2004): 307-324. Web. 27 Oct 2014.

See how the second line, beginning with "Journal", is indented 0.5 to the right, compared to the line above it? That's a hanging indent.

Hanging indents are a requirement of MLA (Modern Language Association), CMS (Chicago Manual of Style), and APA (American Psychological Association) styles. Whether you're in school or work in the academic field, it's likely you'll eventually need to know how to create a hanging indent for academic writing or research reports.

Luckily, it's easy to do. Here, we'll show you how to create a hanging indent in a Google Doc in four simple steps.
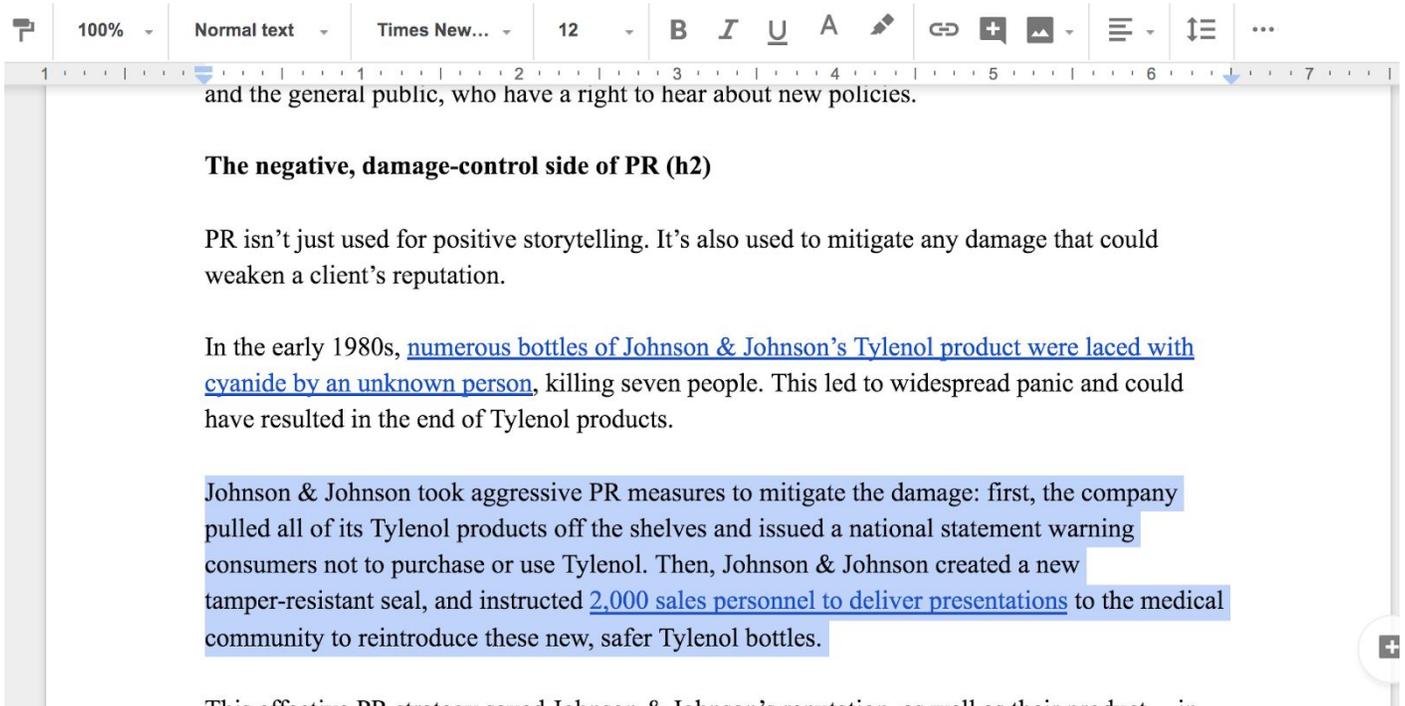
How to Create a Hanging Indent in Google Docs

To create a hanging indent in Google Docs, you'll need to first make sure your ruler is visible. A ruler is the measurement tool at the top of your Doc, used to help align text, graphics, tables, and other elements. To make your ruler visible, simply click "View" in your navigation bar, and make sure "Show Ruler" is checked.

Draft 1: What is Public Relations

File   Edit   View   Insert   Format   Tools   Add-ons   Help   Last edit was yesterday at 3:53 PM

Print layout

Mode

✓   Show ruler

Show document outline   Ctrl+⌘A Ctrl+⌘H

Show equation toolbar

Full screen

t to hear about new policies.

PR (h2)

ng. It's also used to mitigate any damage that could

In the early 1980s, numerous bottles of Johnson & Johnson's Tylenol product were laced with cyanide by an unknown person, killing seven people. This led to widespread panic and could have resulted in the end of Tylenol products.

Johnson & Johnson took aggressive PR measures to mitigate the damage: first, the company pulled all of its Tylenol products off the shelves and issued a national statement warning consumers not to purchase or use Tylenol. Then, Johnson & Johnson created a new tamper-resistant seal, and instructed 2,000 sales personnel to deliver presentations to the medical community to reintroduce these new, safer Tylenol bottles.

Now that your ruler is visible, you're ready to create a hanging indent.

1. First, select the text you want to indent. You can highlight one or multiple paragraphs.

100%   Normal text   Times New...   12   B I U A

and the general public, who have a right to hear about new policies.

The negative, damage-control side of PR (h2)

PR isn't just used for positive storytelling. It's also used to mitigate any damage that could weaken a client's reputation.

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This effective PR strategy saved Johnson & Johnson's reputation, as well as their product -- in

2. Now, drag the left indent marker (the small light blue inverted triangle, which we've circled in red on the screen) to the right, stopping wherever you want your hanging indent to begin -- the rectangle will come along for the ride, which is okay.

100%   ▾   Normal text ▾   Times New... ▾   12   ▾   **B**   *I*   U   A   ✎   🔗   ⊞   🖾 ▾   ☰   ☰   ☰   ☰   ☱

Left Indent

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This effective PR strategy saved Johnson & Johnson's reputation, as well as their product -- in fact, Tylenol shares climbed back up to 24 percent just six weeks after the cyanide crisis.

3. Now, drag the First Line Indent marker (the light blue rectangle) back to the left margin.

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4. And there you go! Your hanging indent is created.