How to Create a Hanging Indent in Google Docs\*

# Visible Ruler

First, make sure the Google Docs ruler is visible.

* Click "View" and make sure "Show Ruler" is checked. If it isn't, click on it, and the ruler will appear beneath the menu bar.

# First Line Indent & Left Indent

On the ruler, there is a light blue rectangle (▃) at the left margin, which represents the location of the *First Line Indent*. Beneath the light blue rectangle is a light blue inverted triangle (▼), which represents the location of the *Left Indent*.

* On the ruler, hover the cursor over each shape, and its function will be displayed.

# Create the Hanging Indent

* First: Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
* Next: On the ruler, drag the ▼*Left Indent* (light blue inverted triangle ▼) to the right as far as you want the text to be indented. As you will notice, the ▃ *First Line Indent* marker (light blue rectangle ▃) will come along for the ride, and all your selected text will move to the right.
* Finally: Drag the ▃ *First Line Indent* marker (light blue rectangle ▃) back to the left margin. It will move independently, and your hanging indent will be created.

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