## **Creating Hanging Indents**

## Method One

- 1. Put your cursor on the line you wish to indent.
- 2. Hit enter.

*Note: Only hit enter once. The line should not move down.* 

- 3. Hit tab.
- 4. If you want all the following lines in the paragraph to be on a hanging indent as well, highlight them before you hit tab.

## Method Two

- 1. Highlight the entire paragraph you want to be on a hanging indent.
- 2. Right click on the highlighted paragraph and select the paragraph option.

	model of the atom. in which he proposed that energy levels of electrons
are discrete and that the	Times New Roi + 12 + A A A       A A A         B I <u>U</u> $\overset{a}{\checkmark}$ + $\overset{a}{\sqsubseteq}$ + $\overset{a}{\vdots}$ + $\overset{a}{\vdots}$ + Styles
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other models, its underly	
complementarity: that it	Paste Options: y analysed in terms of contradictory properties,
like behaving as a wave	A Eont
Bohr's thinking in both :	🗐 Paragraph
	Q Define
	Synonyms 🕨

3. The paragraph dialogue box will open. Under the "Indents and Spacing" tab, under Indentation, click the "Special" drop down box and select "Hanging".

philosopher and	Paragraph ? X		
	Indents and Spacing Line and Page Breaks		
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known as the Nis	Protous Parajaph		
	Bohr developed the Bohr model of the atom, in which he proposed that energy levels of electrons are		
physicists includ	discrete and that the electrons revolve in stable orbits around the atomic nucleus but can jump from tisenberg. He one energy level (or orbit) to another. Although the B		
predicted the exi	1, after the		
Iabs Set As Default OK Cancel			

## 4. Hit okay.

Bohr developed the Bohr model of the atom, in which he proposed that energy levels of electrons are discrete and that the electrons revolve in stable orbits around the atomic nucleus but can jump from one energy level (or orbit) to another. Although the Bohr model has been supplanted by other models, its underlying principles remain valid. He conceived the principle of complementarity: that items could be separately <u>analysed</u> in terms of contradictory properties, like behaving as a wave or a stream of particles. The notion of complementarity dominated Bohr's thinking in both science and philosophy.