**Hanging Indent Assignment**

**Open this document from the S: drive. Place a header on the top of your page with appropriate information.**

* **Bold and Center the Title.**
* **Set a hanging indent at 1” for each bibliographic entry. Then use the hanging indent to move the second and successive lines to 1”.**
* **Use your sort tool to alphabetize the entries.**
* **Double space between entries, and quadruple space between each entry.**
* **Before printing, be sure to check all entries to make sure the spacing is correct.**
* **Delete this information before you print.**

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