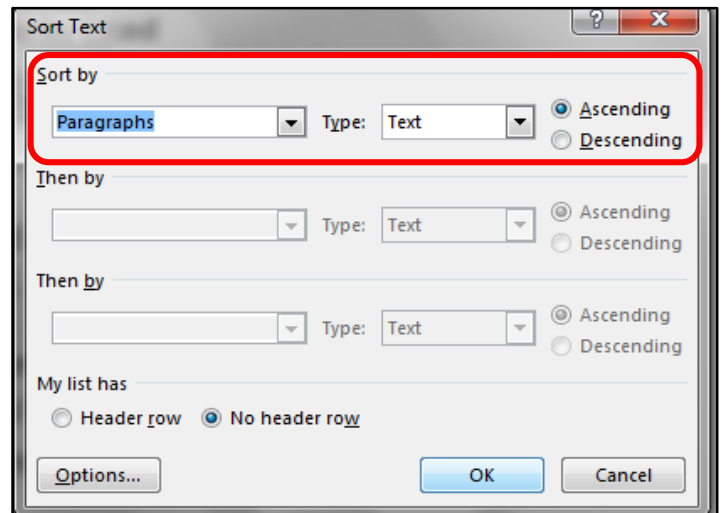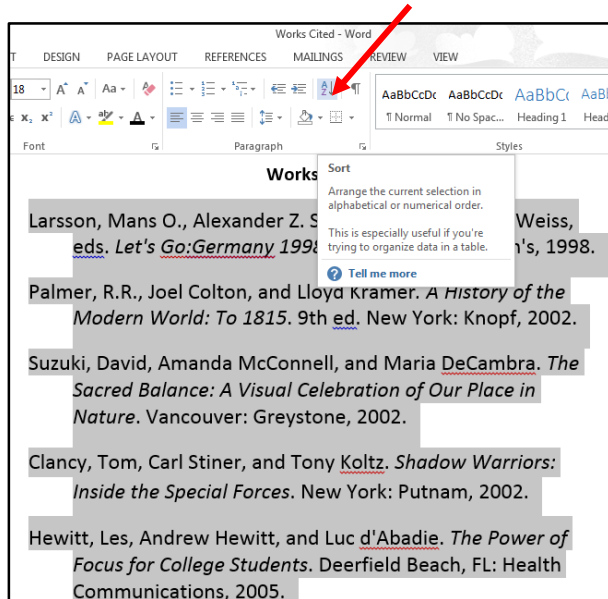# How to Quickly Sort and Indent Citations in MS Word

1. **Sort Alphabetically**

    Select all of your citations and right-click. Then click the **A-Z button** in your Home ribbon and choose **Paragraph** and **Text**.

2. **Create a Hanging Indent for Each of Your Citations**

    Select all of your citations again, then press **Ctrl + T** on your keyboard and….**Voila!**