

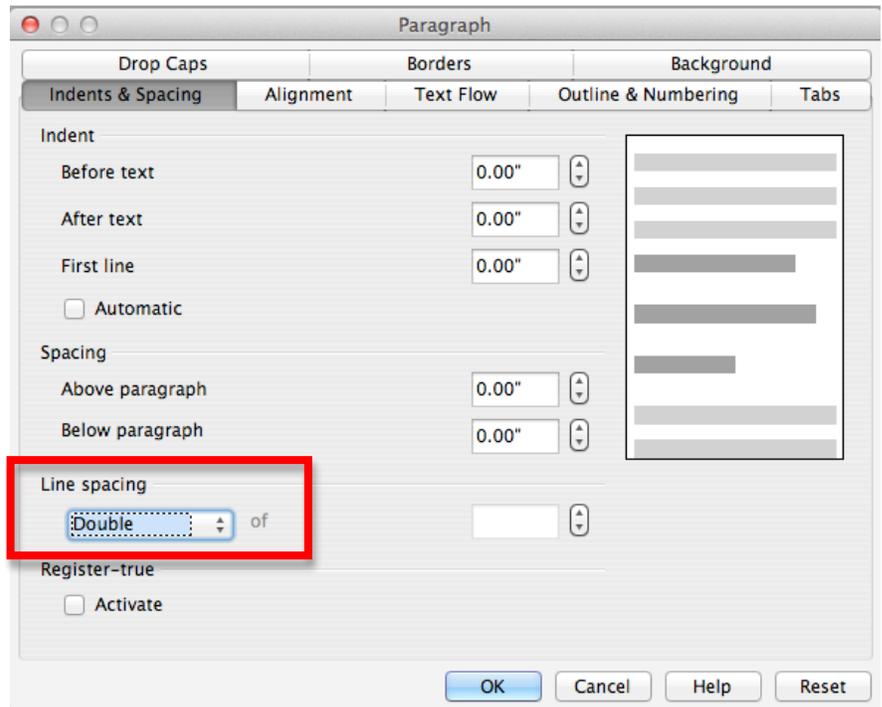
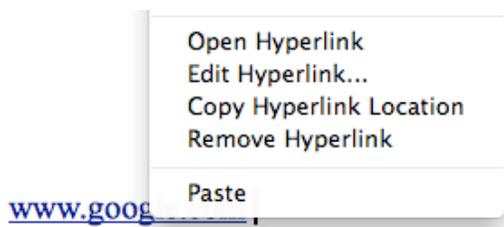
# Tips for Preparing a Works Cited using LibreOffice

## Double Space

- Format
- Paragraph
- Line Spacing - Double

## Turn off the link in a Word document

- Right click on the URL
- Choose Remove Hyperlink



## Hanging Indent

### Example:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.



On the ruler, drag the triangles to ½ inch and then drag the top triangle back to the margin.

NOTE: A hanging indent will not work if you have an Enter (¶) in your citation. Only press Enter at the end of a citation. If it is necessary to move text to the next line, use Shift + Enter.

## Sorting a List Alphabetically

- Tools
- Sort
- Ascending (A to Z)
- OK

NOTE: LibreOffice sorts a list based on the first character of each item in the list. Each item in the list must end with a paragraph mark (¶). Using Shift + Enter will move text to the next line but still keep it as part of the list.

NOTE 2: To sort citations that start with a quotation mark (“), delete the initial quotation mark (“), sort the list, and then key the initial quotes again.