**Double Indenting**

In many businesses (such as the legal profession) it is important to be able to indent paragraphs from both the left and right margins. This helps to offset information from the foregoing and following text so it stands out better. This type of paragraph formatting is often applied to quotations and other "verbatim" information included in a document.

Unfortunately, Word does not include a quick shortcut to create a double indent. You can press **Ctrl+M**, but that indents only the left side of a paragraph. You are still stuck using the Paragraph dialog box or the Ruler to indent the right side.

One way around this is to create a style in Word that has the necessary indents on both the left and right side. The style can then be assigned to a keyboard shortcut so you can apply it easily. This approach can be very powerful, especially if you think you may need to change the margins on double-indented paragraphs at a later time.

Another approach is to create a macro that does the indenting for you. You can then assign the macro to a keyboard shortcut (such as **Alt+D**) so it can be invoked easily. The following macro will increase both the left and right indent of a paragraph by a quarter-inch.

Sub DoubleIndent()

 Dim Lindt as Single

 Dim Rindt as Single

 Lindt = Selection.ParagraphFormat.LeftIndent

 Rindt = Selection.ParagraphFormat.RightIndent

 Lindt = Lindt + 18

 If Lindt > 180 Then Lindt = 0

 Rindt = Rindt + 18

 If Rindt > 180 Then Rindt = 0

 Selection.ParagraphFormat.LeftIndent = Lindt

 Selection.ParagraphFormat.RightIndent = Rindt

End Sub

The nifty thing about this macro is that you can repeatedly apply it, and continue to step the margins inward. When you try to increase the margins beyond 2.5 inches on each side, the indents are automatically set back to zero and the process can start again.