

Formatting

How to cheat or adjust page and line length

There are a number of things that you can do to adjust (or cheat) page and line length.

1. Use **Format > Adjust Line Length** and either adjust individual line(s) or automatically adjust all lines within a certain threshold to pull up words that just bump down to the next line. This will have the affect of removing some lines that just have a single word on them.
2. Use **Page Layout > Element Spacing** to adjust the spacing between elements. Tightening that spacing a little is fairly unnoticeable.
3. Use **Page Layout > Line Spacing** to adjust line spacing overall. Tightening line spacing can be more noticeable and is probably the most visually conspicuous method of “cheating” to shorten a script.
4. Use **Page Layout > Margins** to make a (small) adjustment to the page margins.

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