



How to Make it Fit

by
Ron Brubaker

Have you ever written a one page document that just didn't quite fit on the page? There are a number of ways to adjust the size or should I say the sprawl of your writings. Let's run through a few of them.

- Change the margins so that the number of characters that fit on a line changes.
- Change the font or the size of the font. Did you know that you can fit more text on a page using 12 point Times New Roman than 12 point Arial? Changing the point size will also work.

abcdefghijklmnopqrstuvwxy	11 point Arial
abcdefghijklmnopqrstuvwxy	11 point Times New Roman
abcdefghijklmnopqrstuvwxy	12 point Arial
abcdefghijklmnopqrstuvwxy	12 point Times New Roman

- Do you have images on your page? If so changing their size a bit can make more or less room for the rest of the document.
- Change the whitespace between the paragraphs. I see a lot of examples where people have used double spacing between paragraphs and ended up with a too long document. I typically use 6-8 points of space before each new paragraph instead of a whole space (11-12 points). Look under Format|Paragraph|Indents and Spacing, and add space either before or after each paragraph. Note that Microsoft Word measures this space in points and OpenOffice Writer's default for U.S. customers is inches.
- Sometimes you can squeeze in that one more line in by going back and finding a paragraph with a last line consisting of one or two words. Read the paragraph and see if you can shorten it just enough to avoid those extra words on a new line. While most word processors will have settings to avoid widows and orphans they typically avoid an orphan line on the next page by adding another line from the previous page.

I make it a point not to worry about partially filled pages but I really don't like to have a couple lines run over onto a second or extra page.