

Tip of the Day: Fine Tuning & Nudge

1. The nudge tools are used to nudge the text of a document up or down. This is handy when your text does not perfectly align with the pleading line numbers in a pleading document. However, it is important to note that **nudge should only be used when the document is in final**, as it will alter the spacing of your document if you continue a new paragraph after the newly nudged one. With that out of the way, let's go through the process of finding the nudge tool, which is a bit more difficult than it was in iCreate 4.

2. To find the nudge tools (and the rest of the Fine-Tuning options), navigate to the iHyperstyles toolbar.

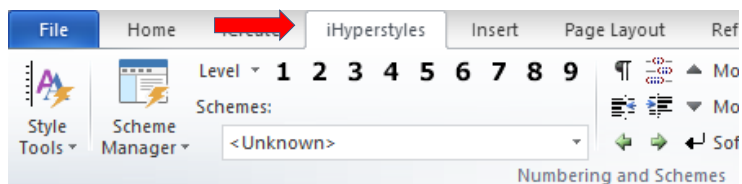


Figure 1: iHyperstyles Ribbon

3. At the far right, look for a drop-down button labeled “Document” and click on it for a list of available options.

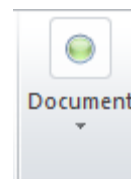


Figure 2: Document Group

4. The options on the right will then appear below the document button. Click on the button to the far-right, named “Fine Tuning.”

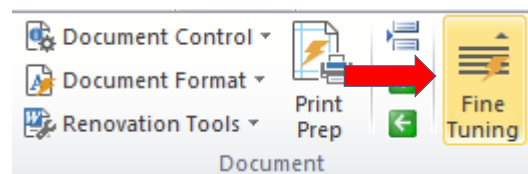


Figure 3: Fine Tuning

5. This will expand the “FineTuner” pane to the right, with the various options for nudging available there. Place your cursor in the document where you would like to begin nudging, then use any of the nudge functions listed on the right!

And that's nudging! Remember – **make sure to only use the Nudge function when your document is in final**.



Figure 4: Nudge Options