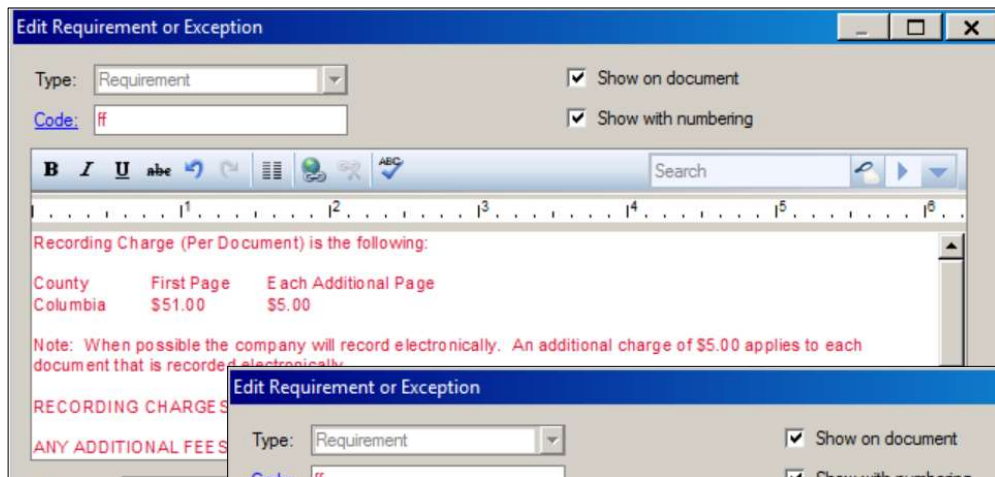Would you like to view Requirements or Exceptions in a larger font on screen? Have you ever wanted a Requirement or Exception to appear on the next page? Refer to the appropriate section to learn how.

Increasing the Font Size on Screen

1. Double-click the exception or requirement you wish to view

2. Click (anywhere) in the text box

3. While holding the **Ctrl** key, use the scroll wheel on your mouse to enlarge (scroll wheel forward) or reduce (scroll wheel back)

This can also be used in the **Scrollable Field Editor** window (click **Ctrl + E** to open before enlarging the font).

Before

After

NOTE: This is not a permanent change. Once you exit out of the requirement/exception window the font returns to the default size.
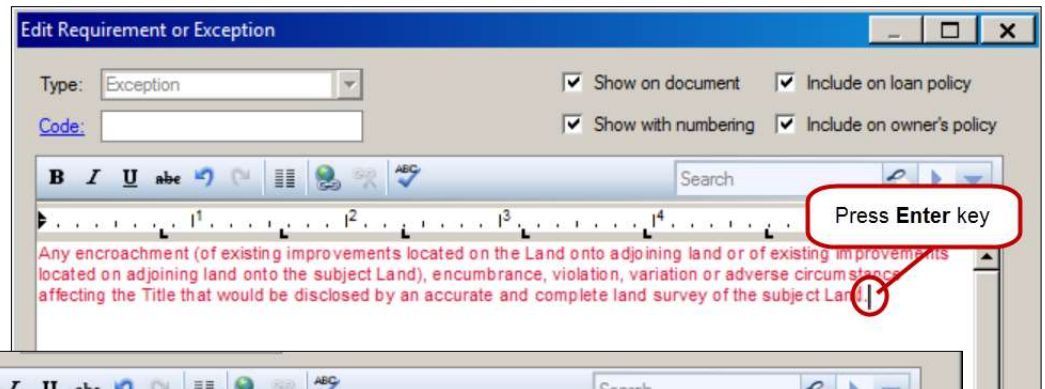
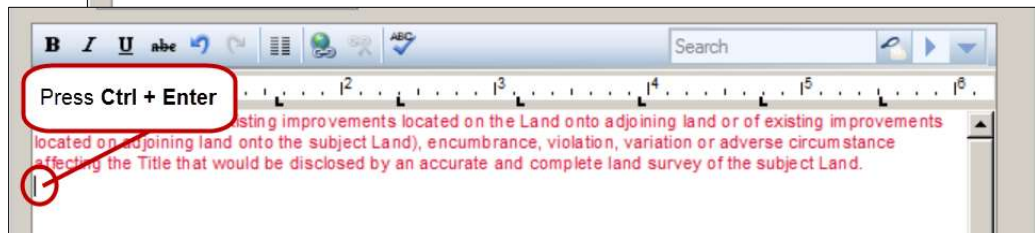## Adding a Page Break within Requirements or Exceptions

1. Double-click the exception or requirement you wish the page break to follow
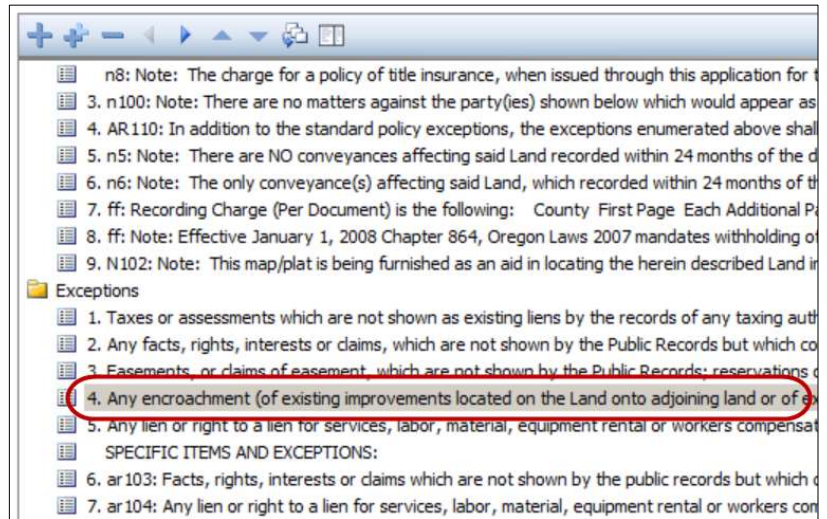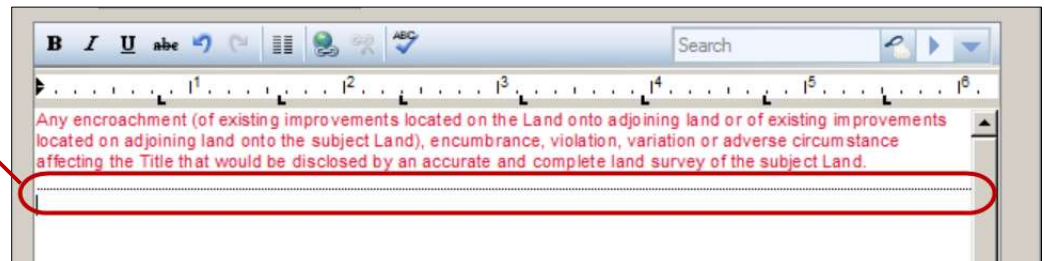

2. In the text box, place your cursor after the last character; press the **Enter** key

3. Press **Ctrl + Enter** keys

A dotted line shows in the text box; this is the page break.

4. Click the **OK** button to close

Anything entered after the exception containing the page break appears on the next page.

In our example, we wanted the page break to follow Exception 4.

To remove the page break,

1. Open the entry with the page break
2. Place your cursor after the dotted line
3. Press the **Backspace** key to remove the dotted line

The page break (dotted line) is removed.