

# Customize Your Word Document To Make It Look Like More Text

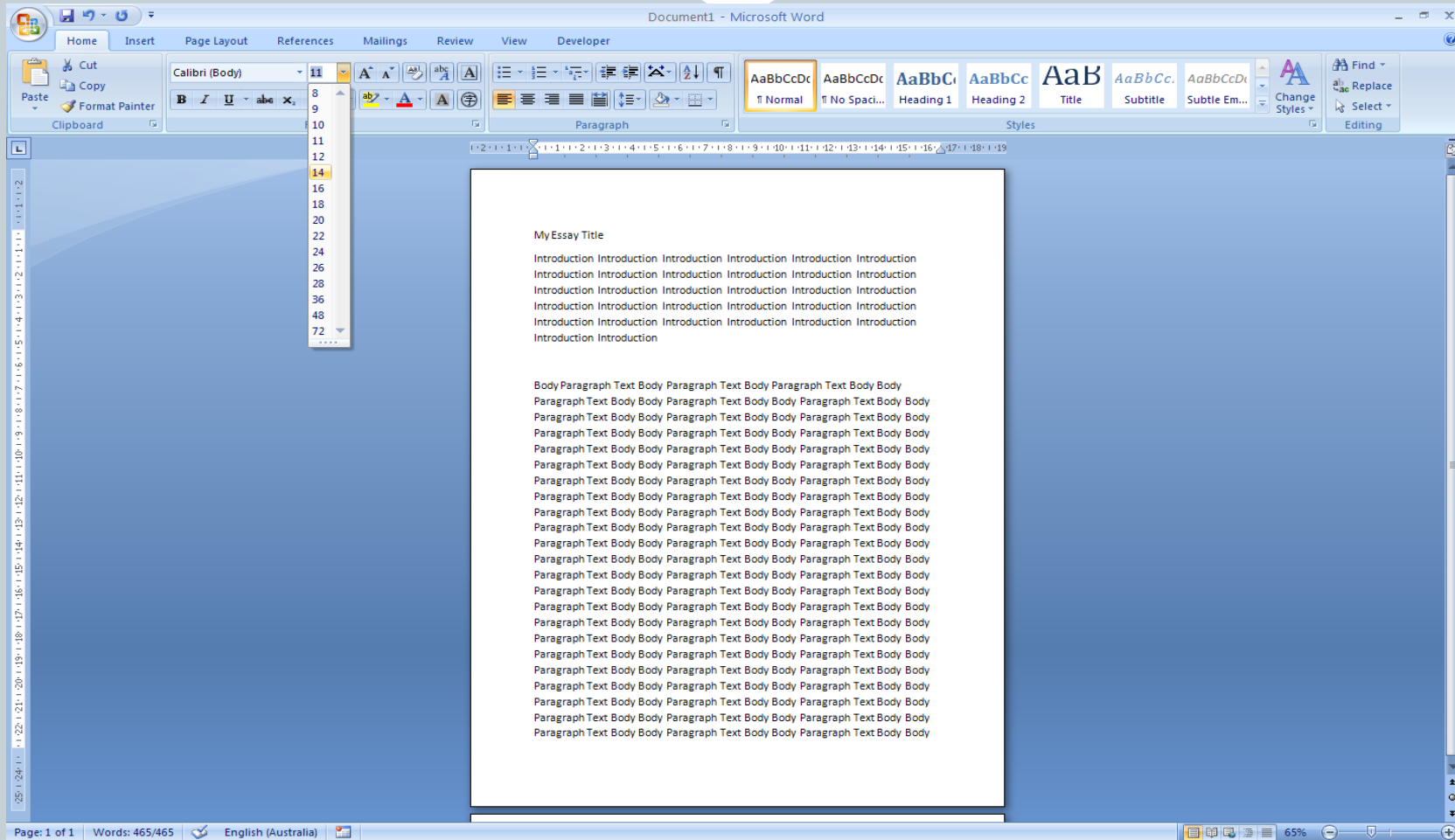
1

MICROSOFT OFFICE WORD 2007



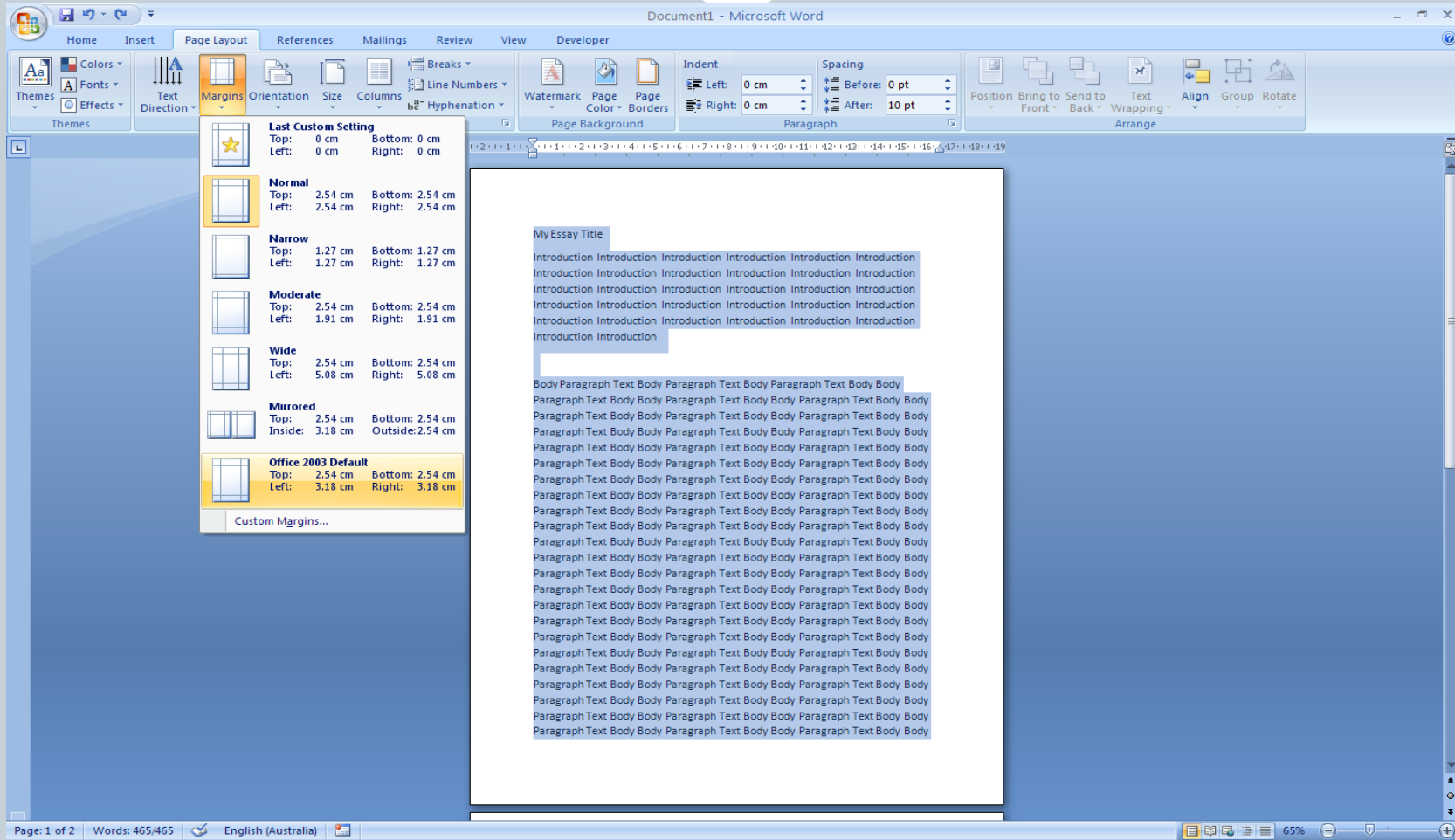
# Increase the Font Size (max 14pt)

3



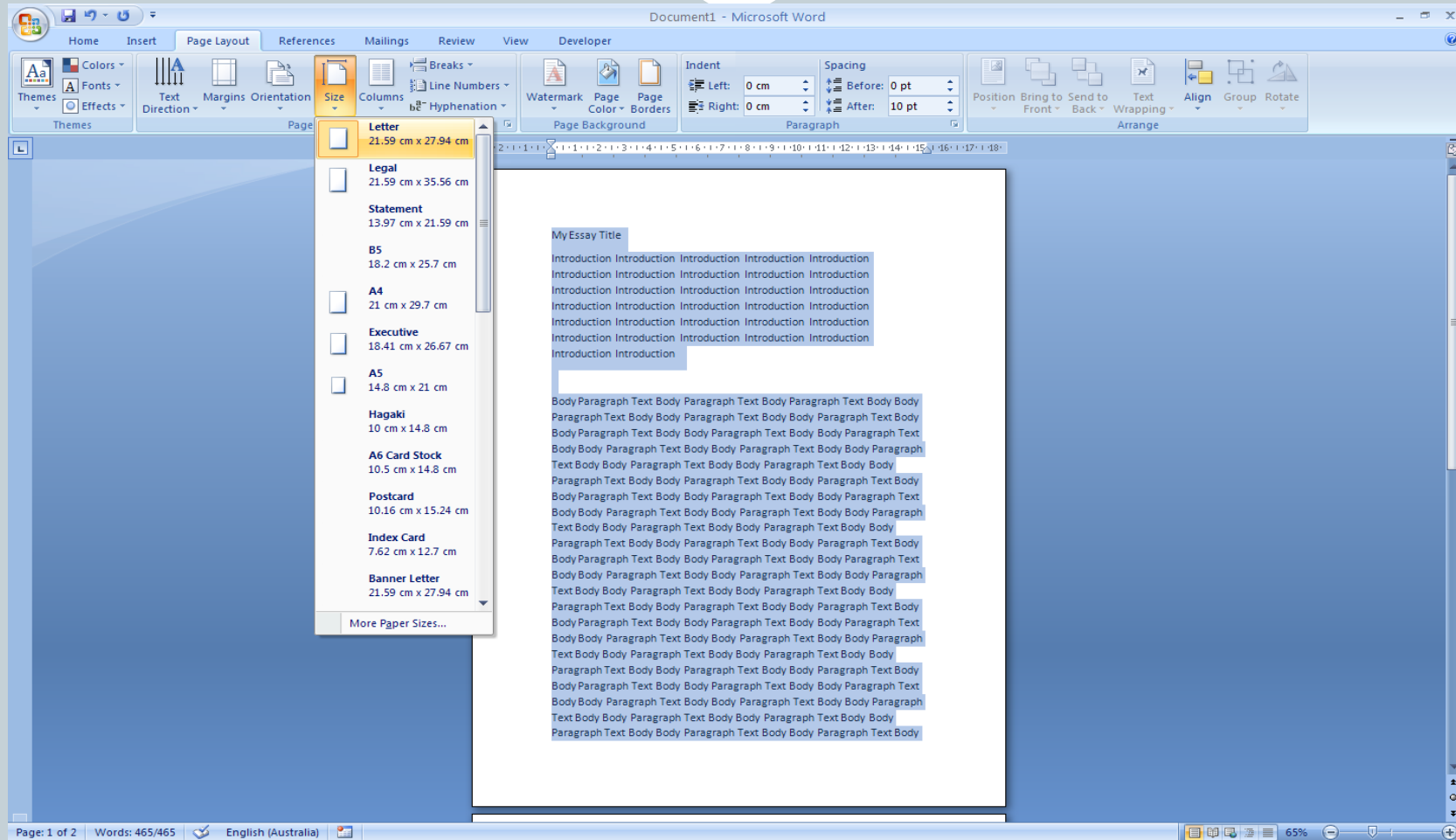
# Change Page Margins (eg Office 03)

4



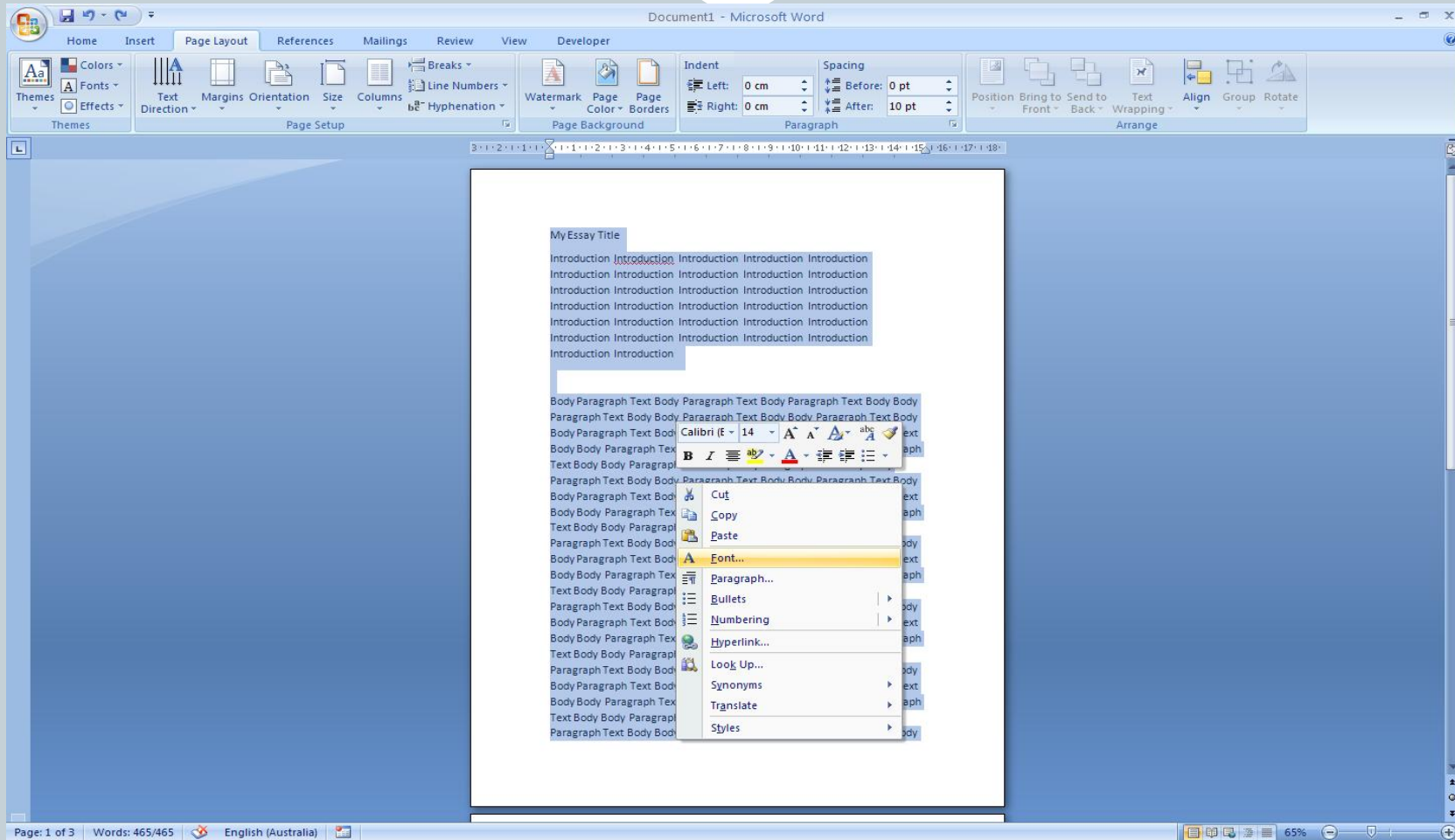
# Change Page Size (“Letter” is good)

5



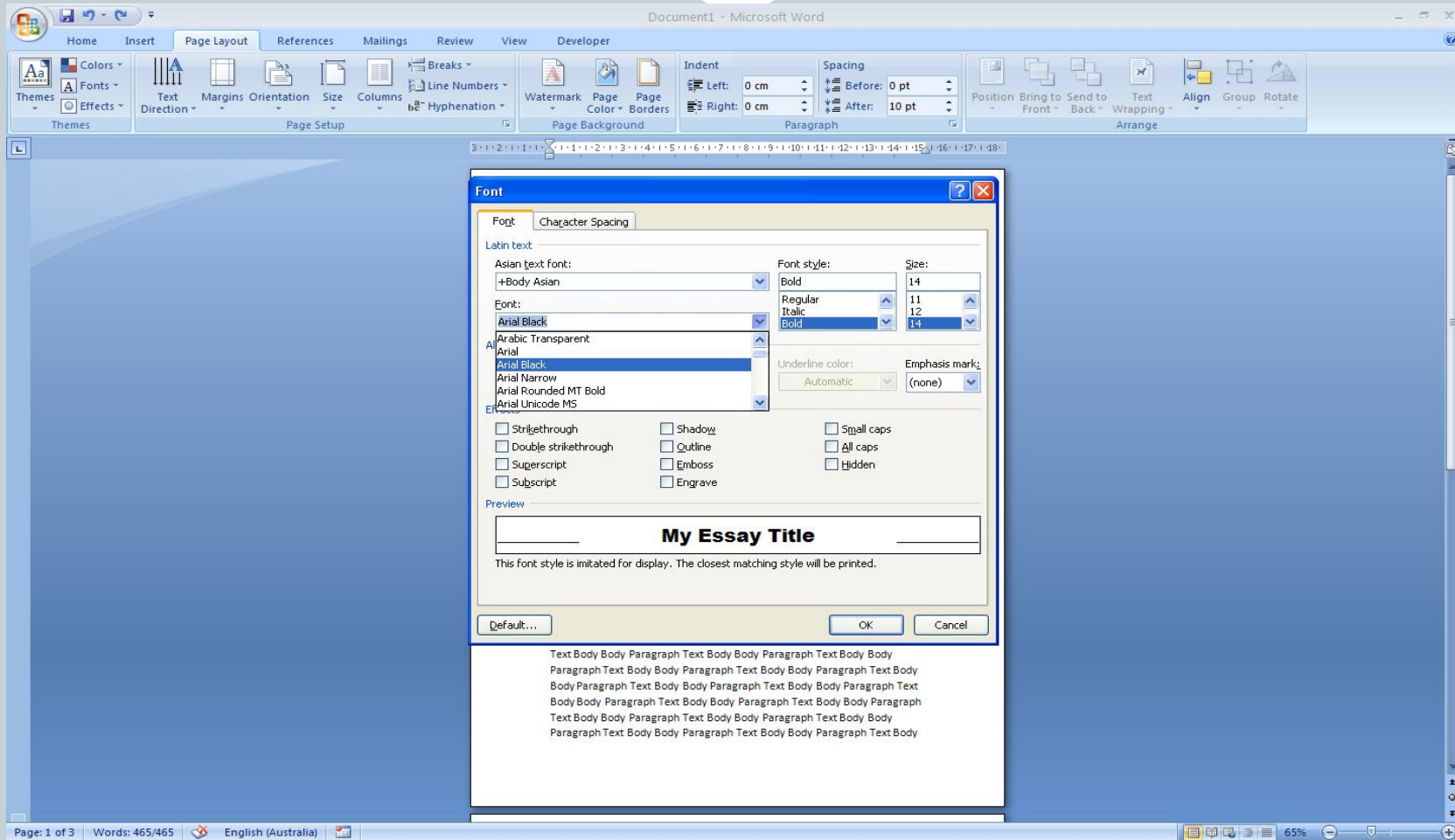
# Highlight, right-click FONT options

6



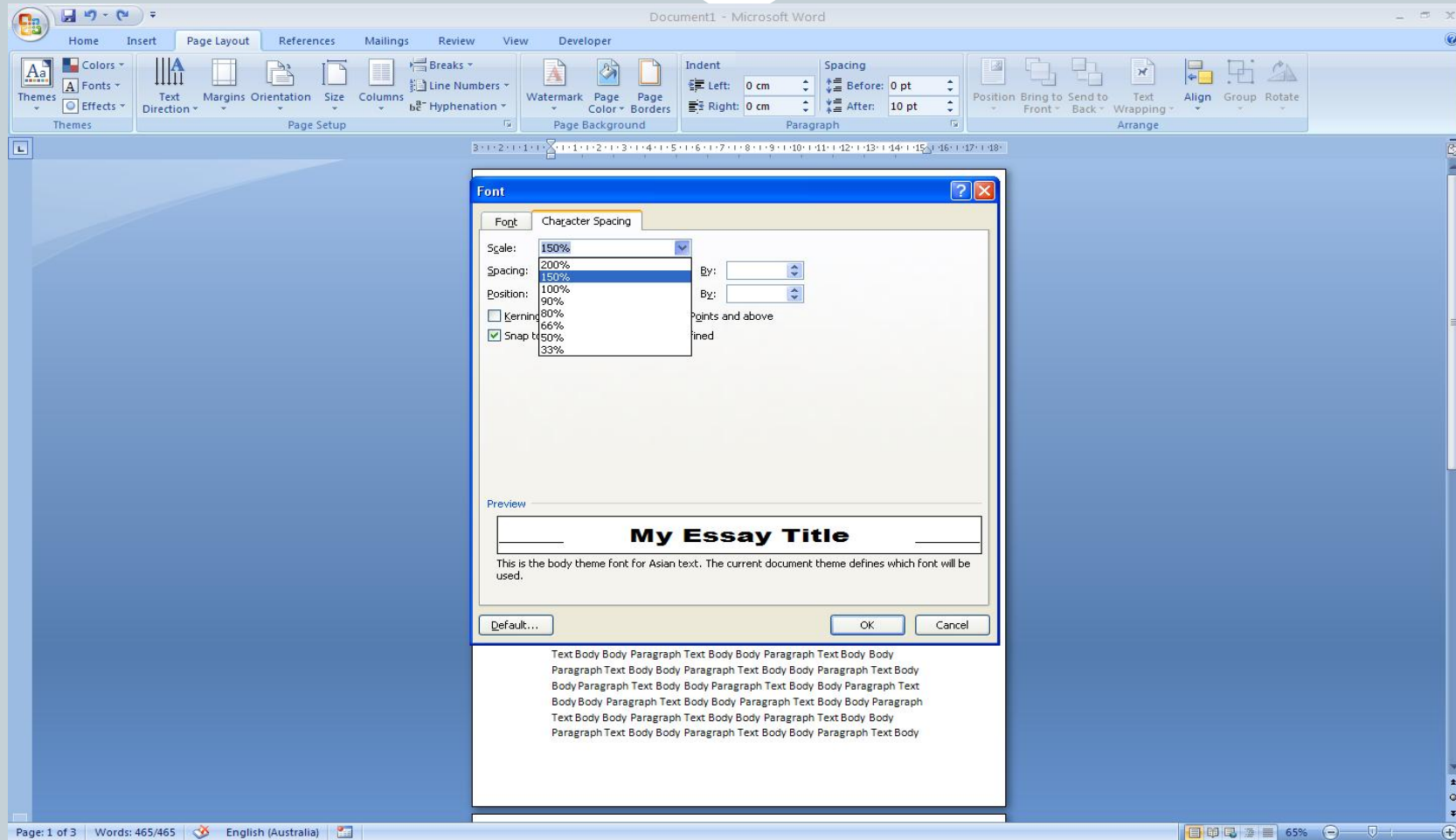
# Use a Block Font with Bold Type

7



# Add Character Spacing (max 150%)

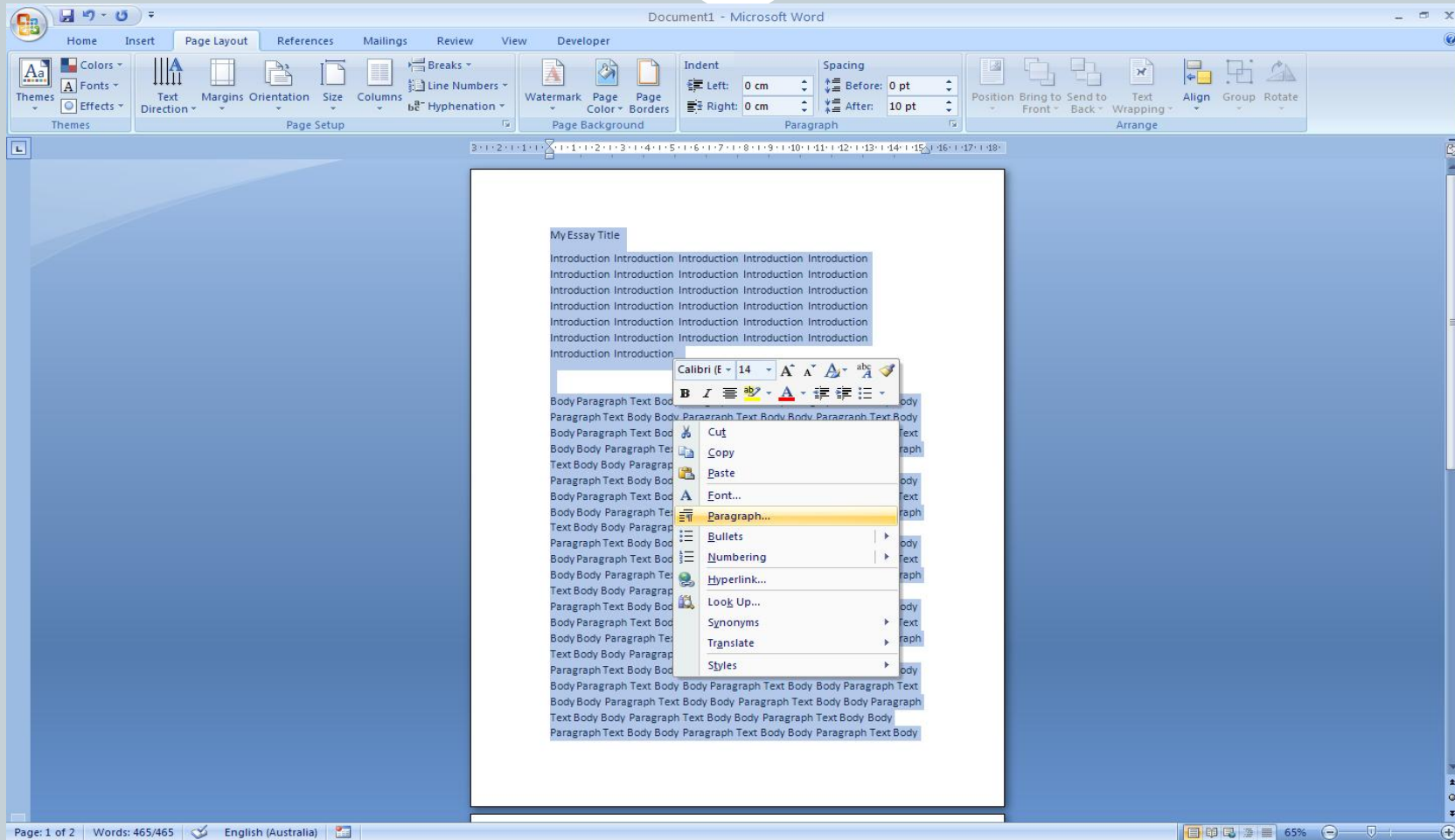
8





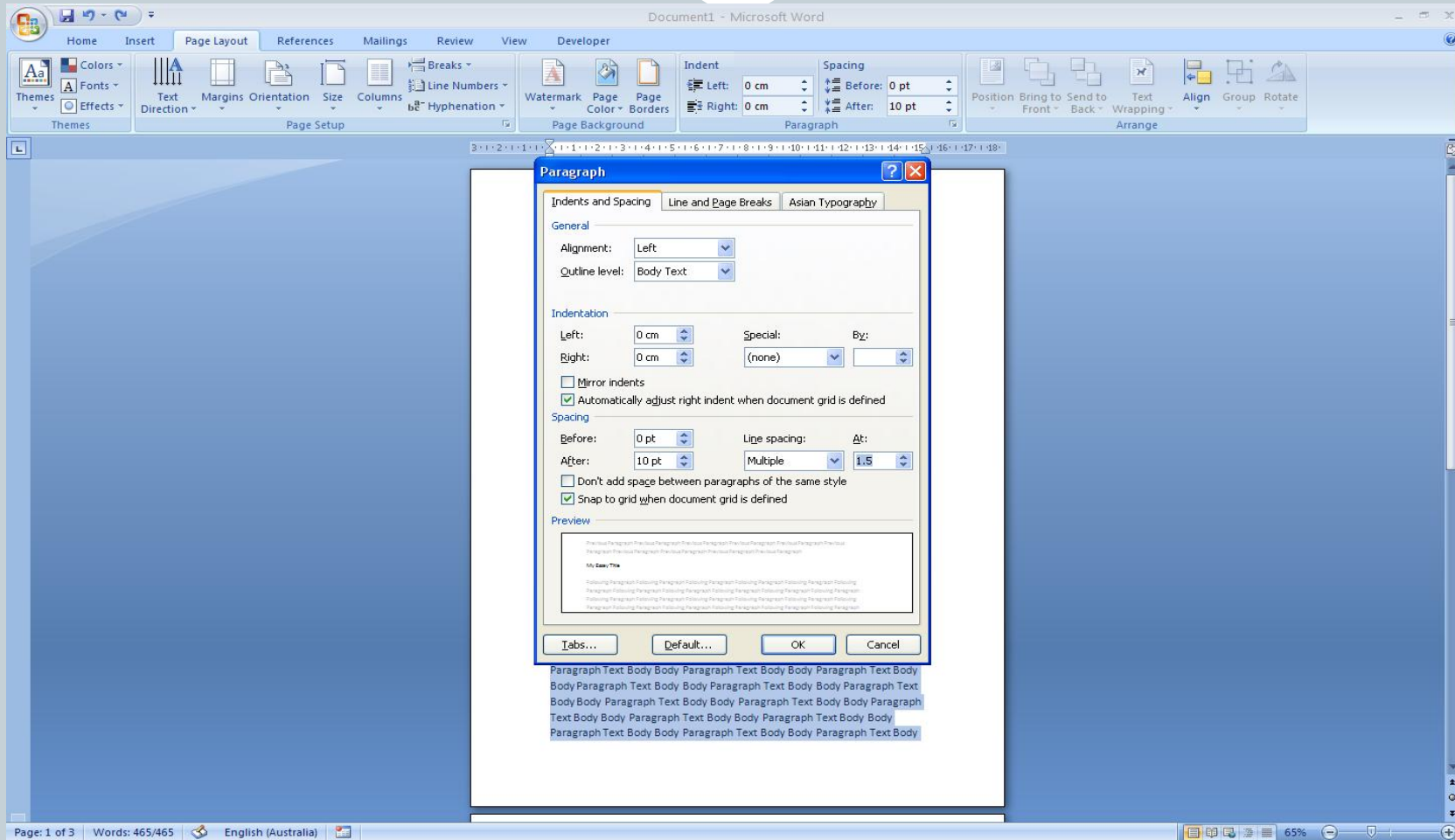
# Highlight, right-click PARAGRAPH

9



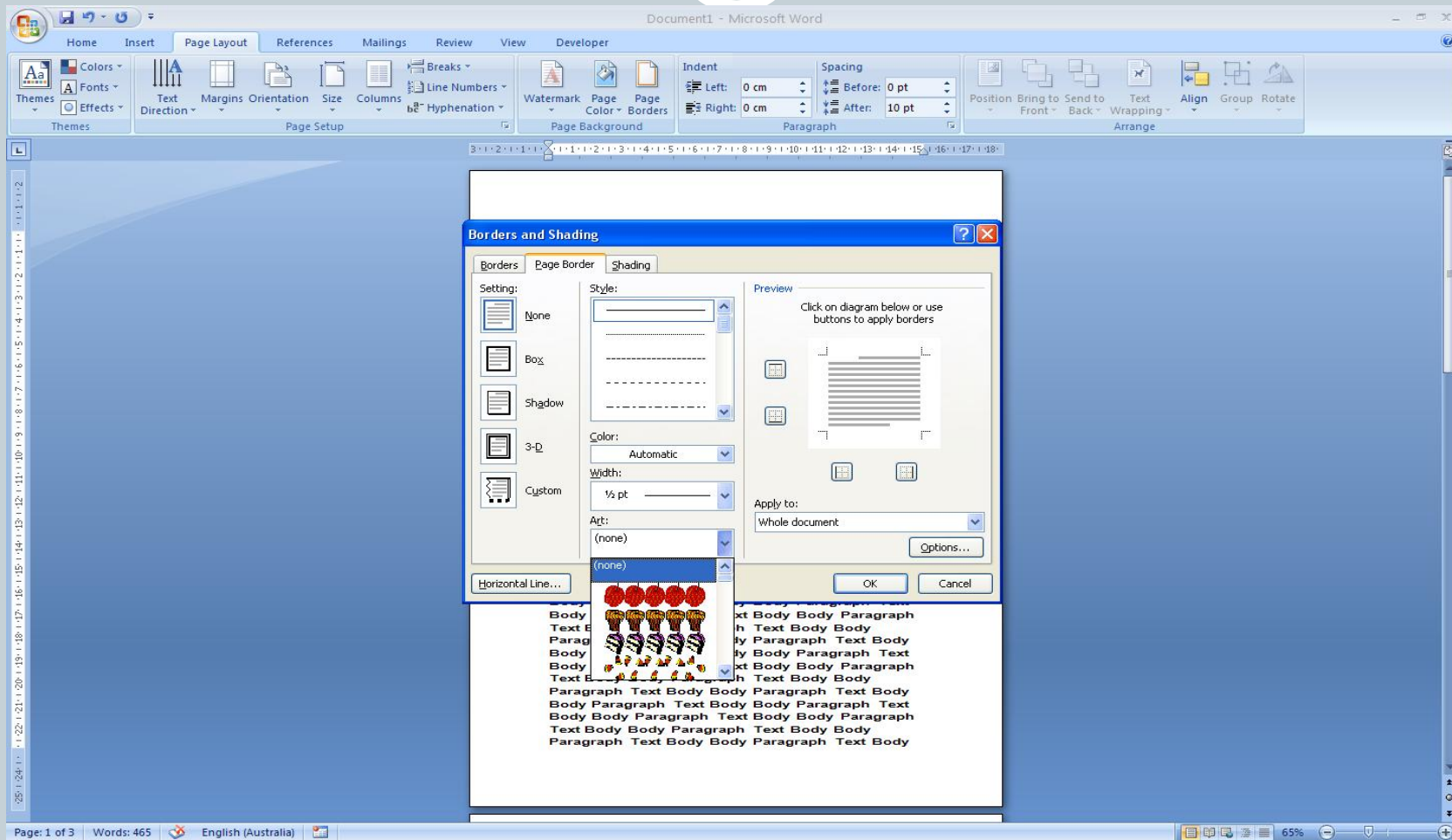
# Line Spacing “Multiple” @ 1.5 etc.

10



# Page Borders make it look nice! 😊

11



# The End

12

**A 1 A4 PAGE HANDWRITEN LESS WORDS THAN  
TYPING IT ON COMPUTER!!!**