

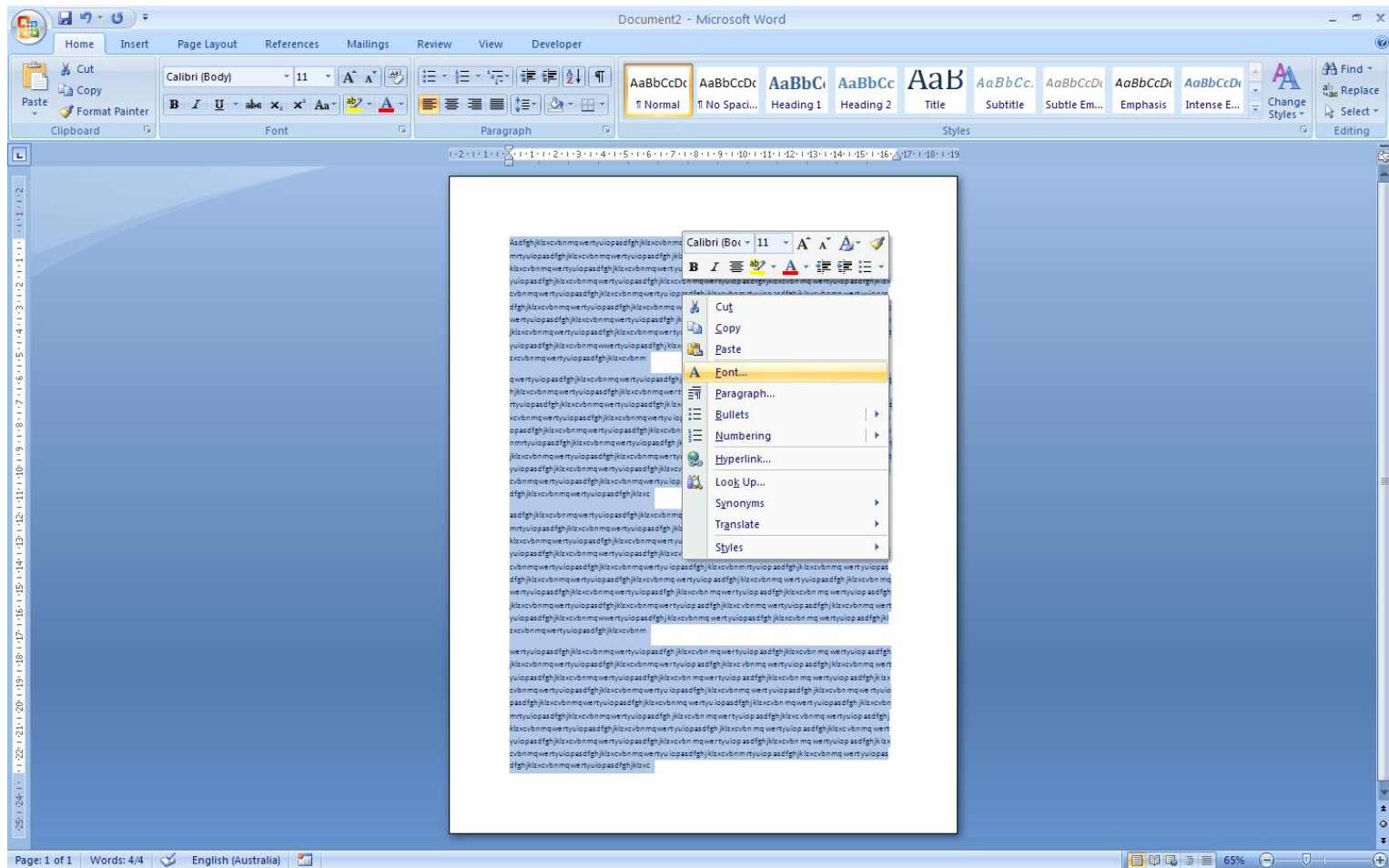
# Get More Document Space in Microsoft Word 2007

Geek Tips

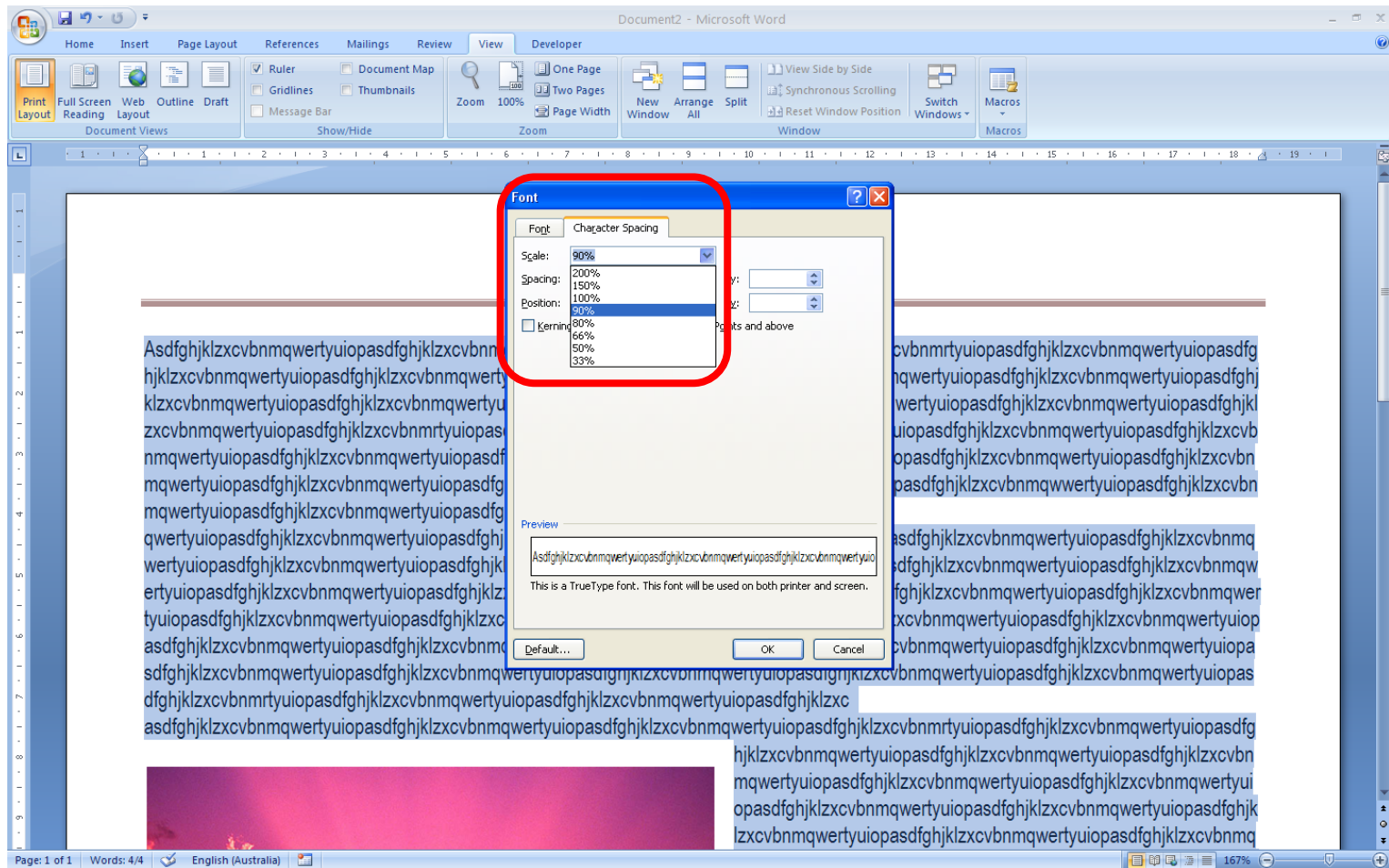
[www.geektips.weebly.com](http://www.geektips.weebly.com)



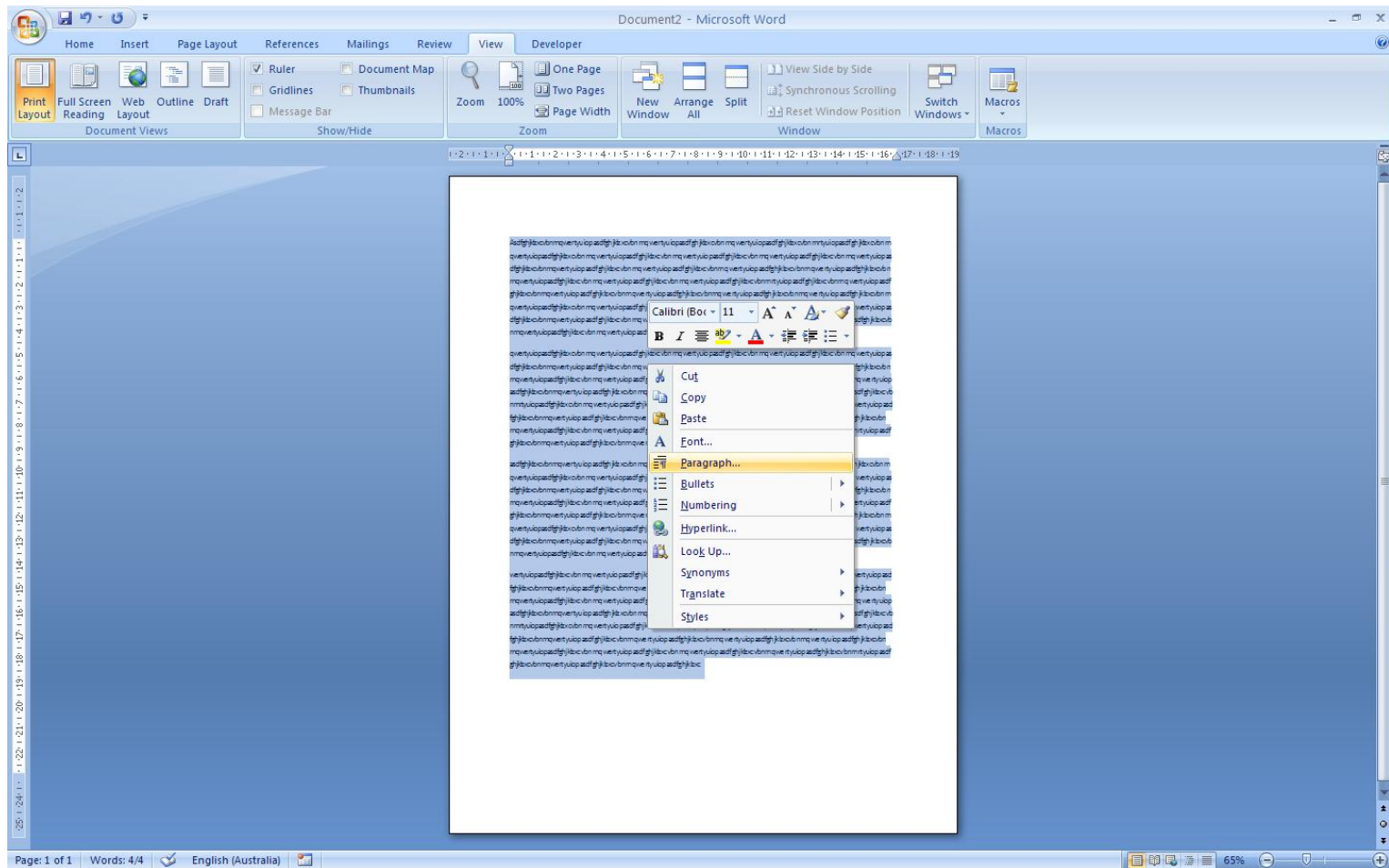
# Select All > Right Click > Change Font Options



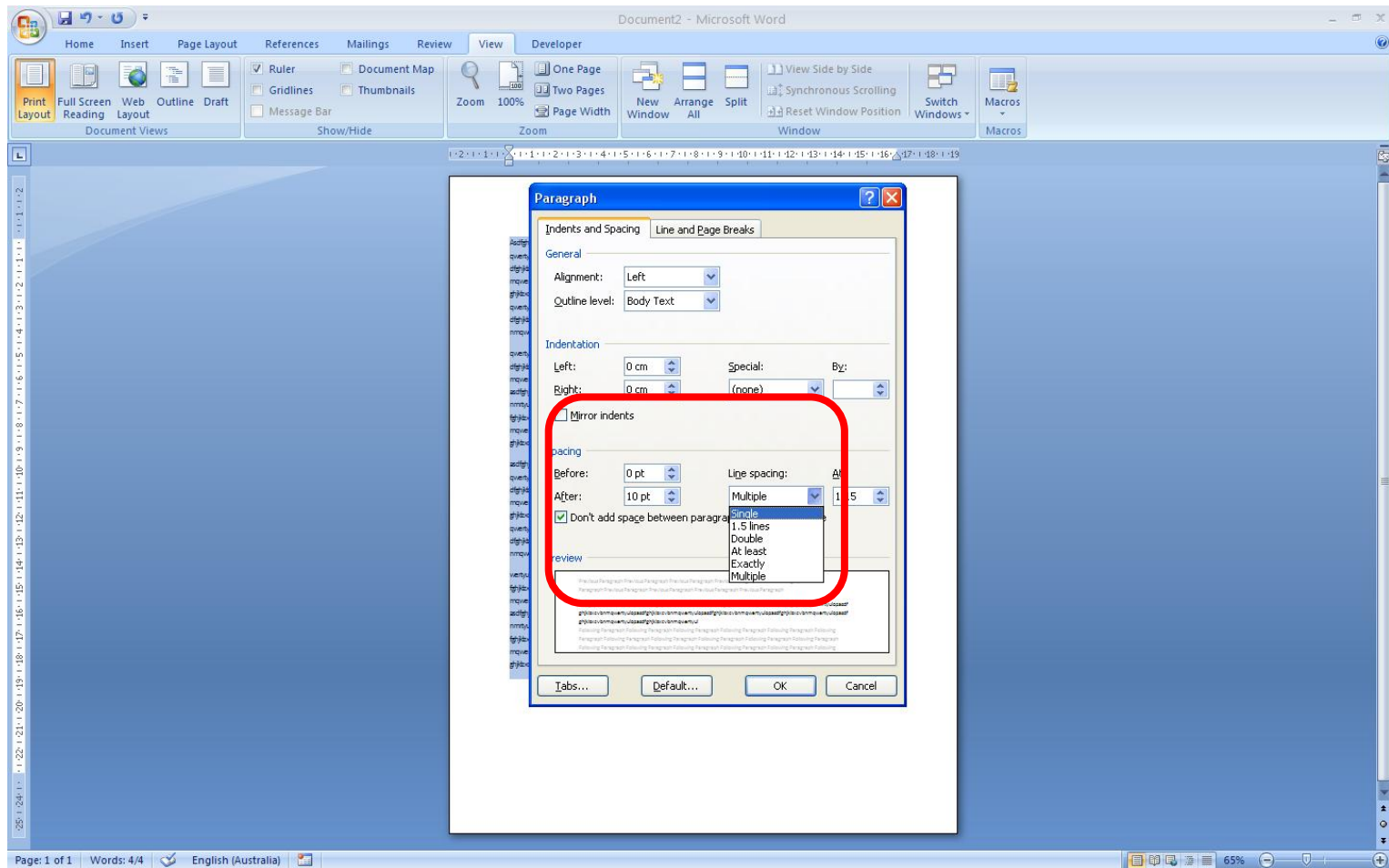
# Font Options > Character Spacing > Scale = 90%



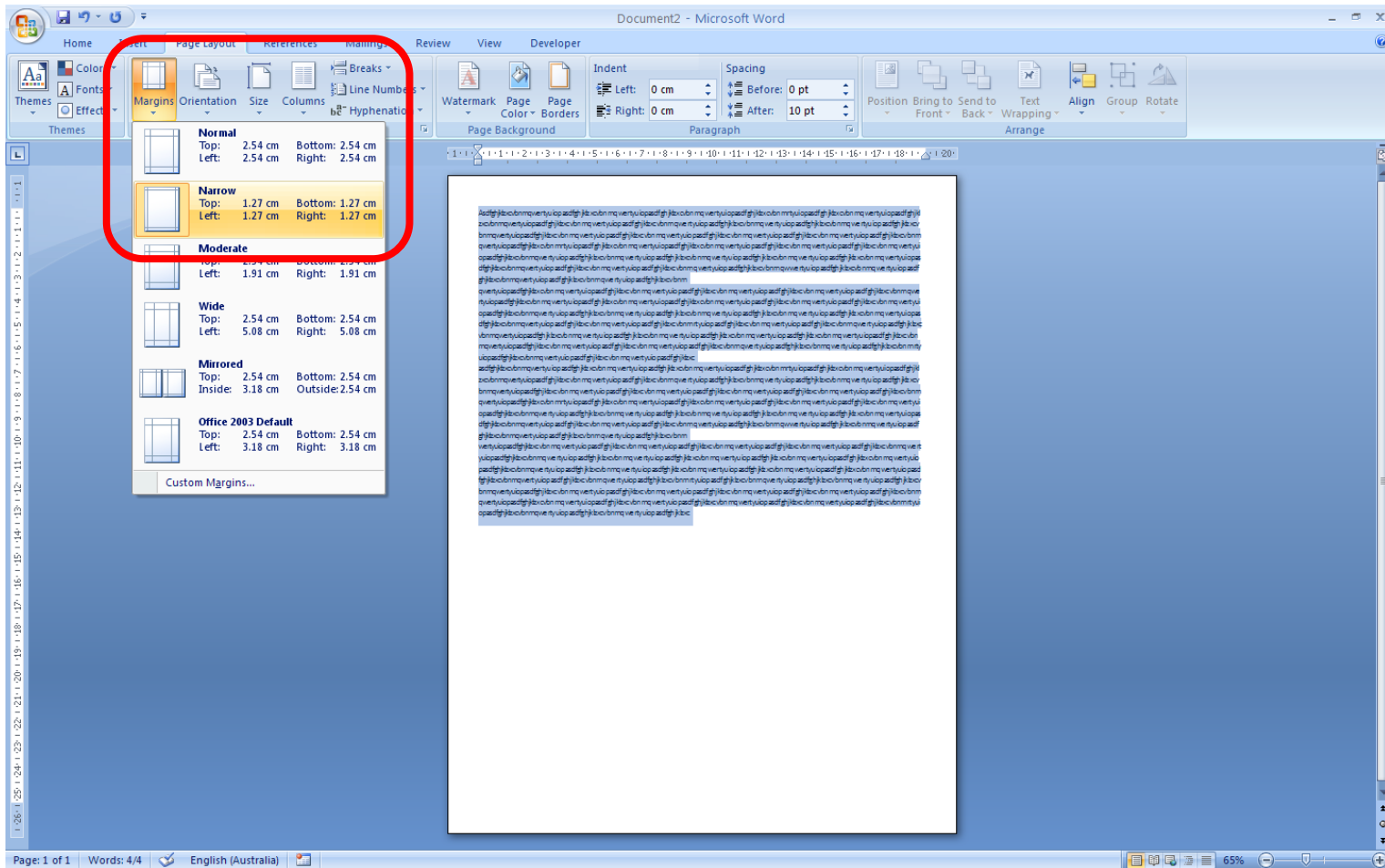
# Select All > Right-Click > Paragraph Options



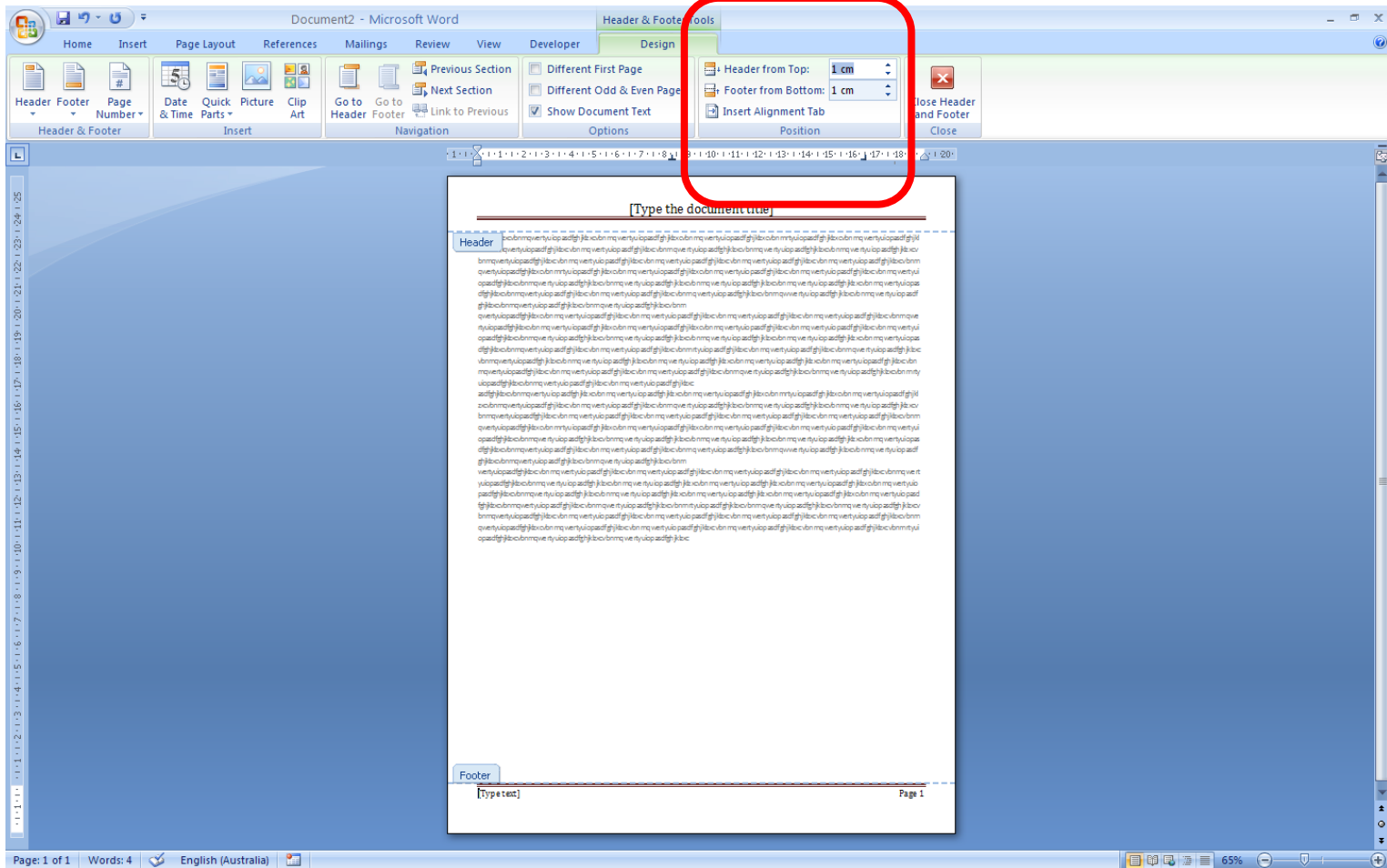
# Paragraph > Spacing > Line Spacing > Single, [x] Don't add space between...



# Select All > Page Layout > Margins > Narrow

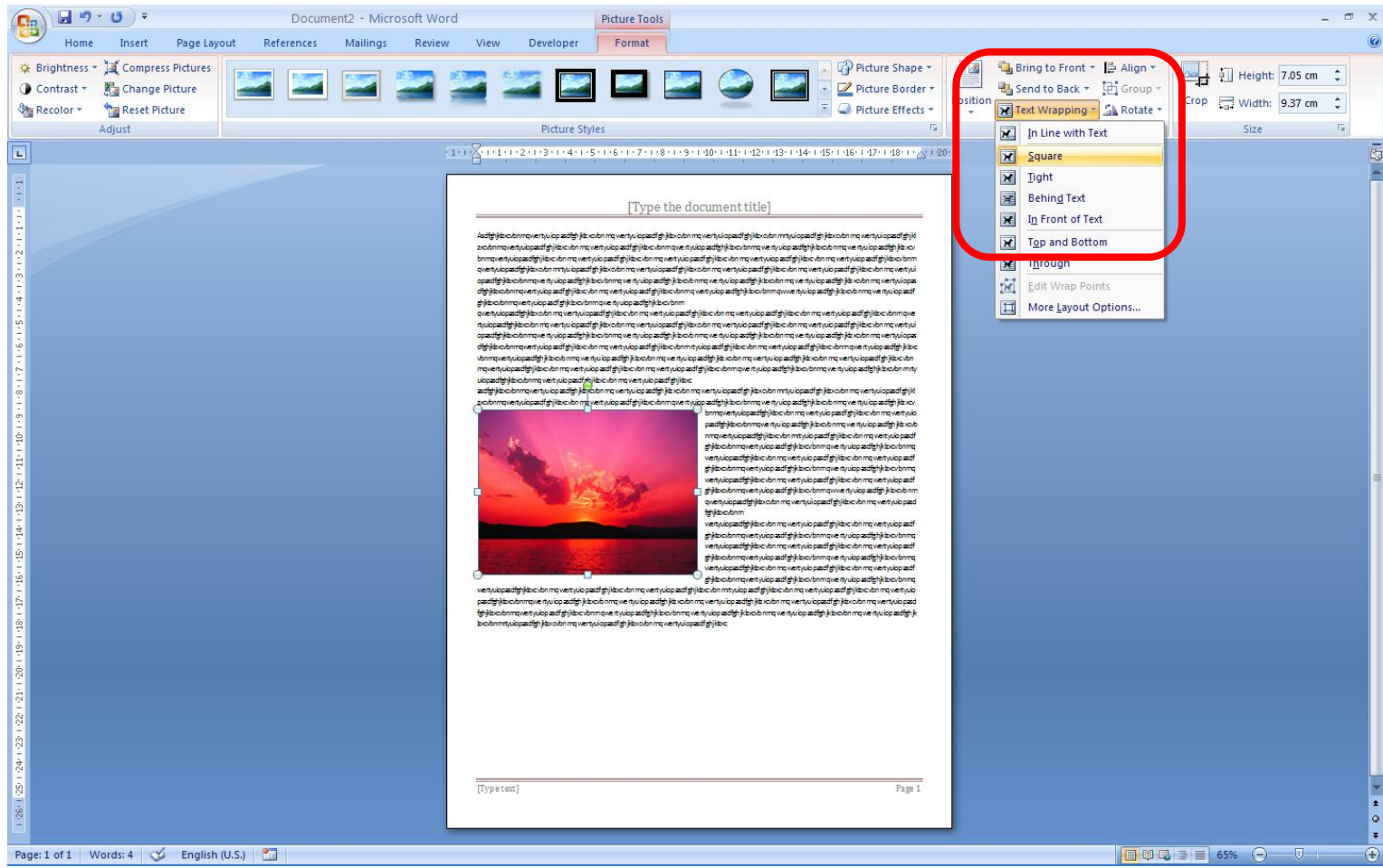


# Header/Footer > Position > 1cm from Top & Bottom

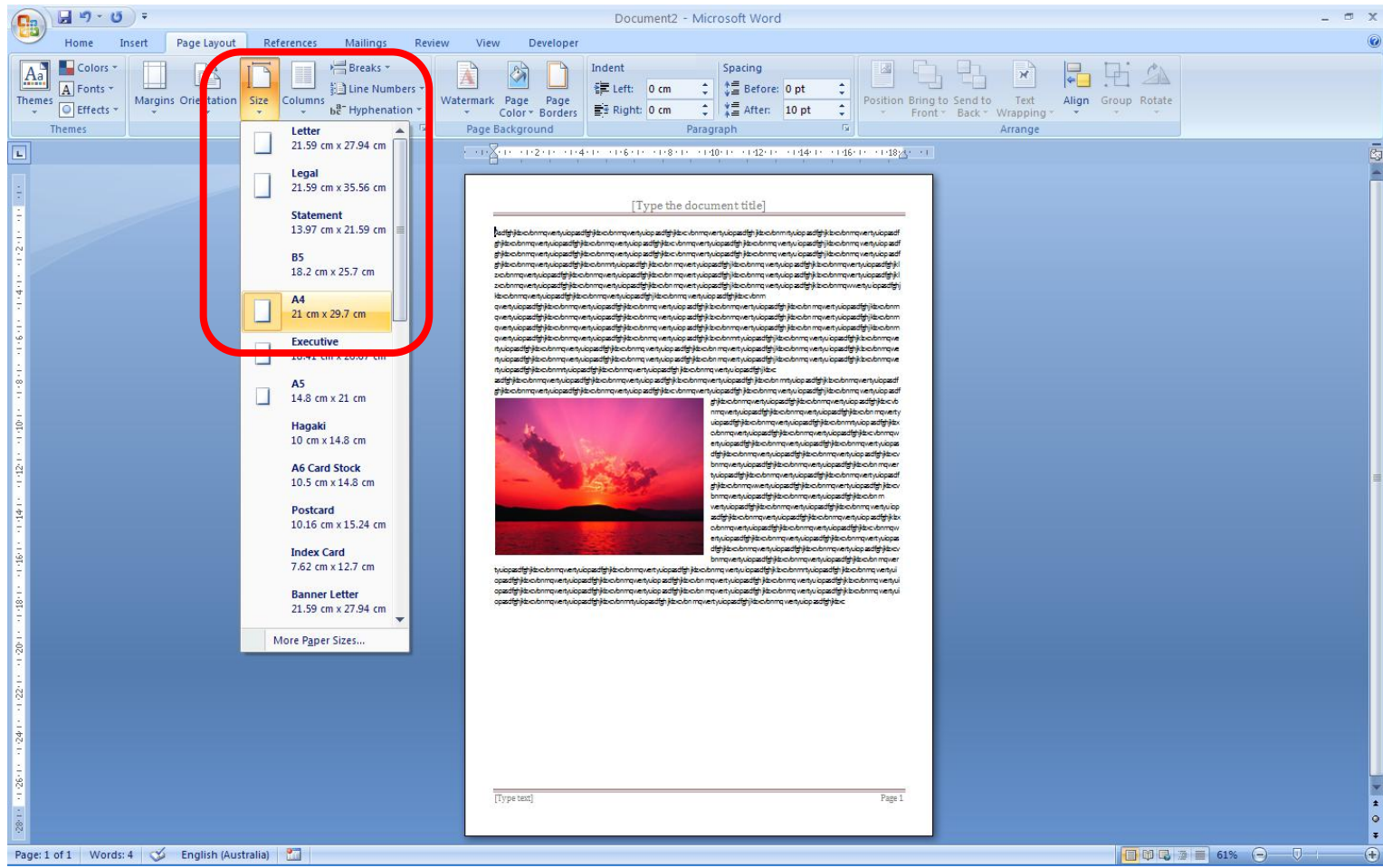




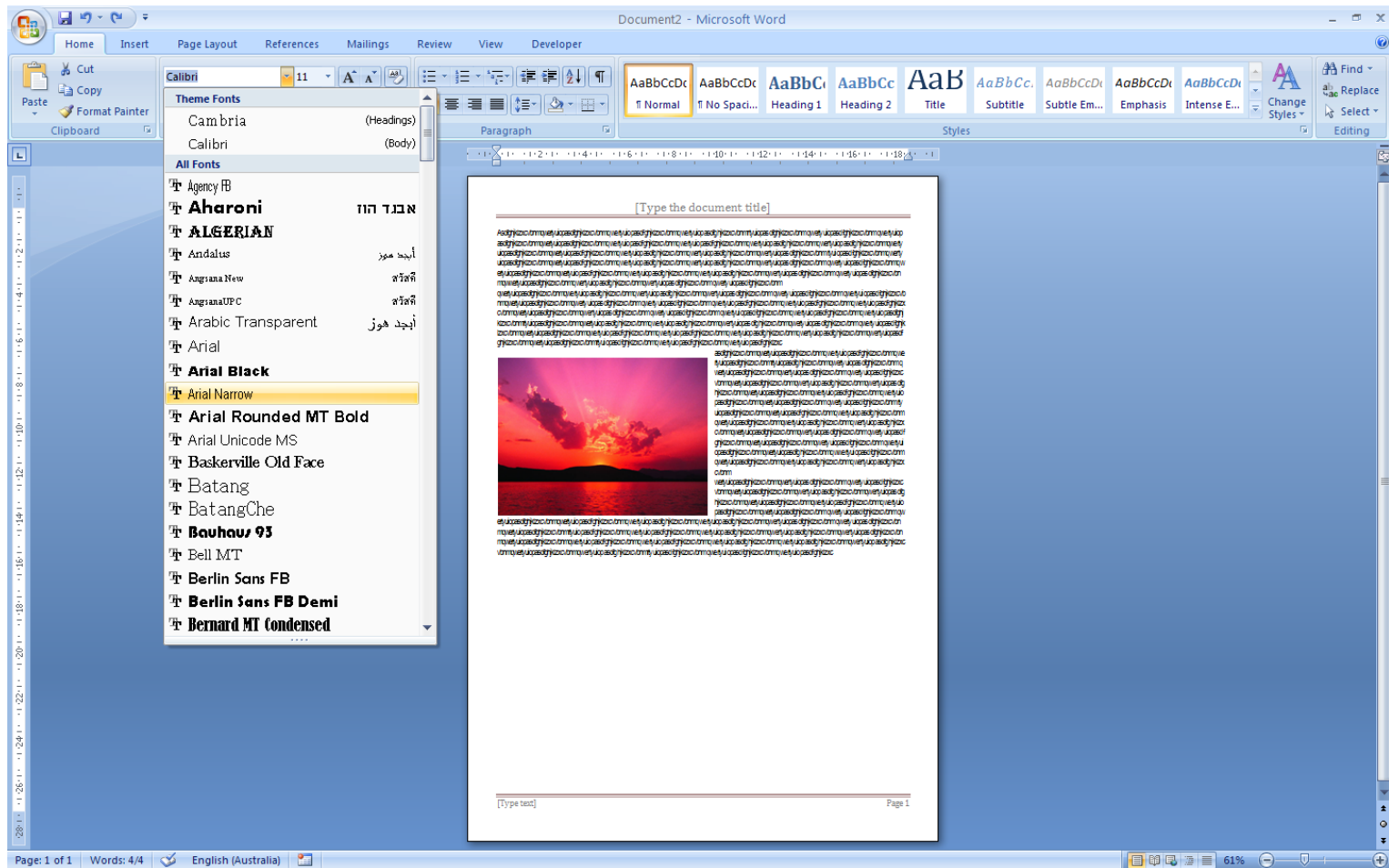
# Images > Format > Square



# Page Layout > A4



# Select All > (Home) > Font > “Arial Narrow”



# Select All > (Home) > Font > “Times New Roman”

