1. State the paper size by an option to the document class

2. Determine the margin dimensions using one of these packages:

   - geometry
   - typearea

3. Customize header and footer by one of these packages:

   - fancyhdr
   - scrpage2

4. Adjust the line spacing for the whoe document

   - by using the setspace package
   - or by the command `\linespread{factor}`