1. State that 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 whole document
   - by using the setspace package
     (a) singlespacing
     (b) onehalfspacing
     (c) double spacing
   - or by the command `\linespread{factor}`