

1 What a document class does

The document class sets up the general layout of the document, for example

- design: margins, fonts, spacing, etc.
- whether chapters are available
- if the title should be on a separate page

2 The base classes

LaTeX is supplied with a set of standard classes, all of which look similar but with some variations:

- **article**: short documents without chapters
- **report**: longer documents with chapters, single-sided printing
- **book**: longer documents with chapters, double-sided printing, with front- and back-matter (for example an index)
- **letter**: correspondence with no sections
- **slides**: for presentations (but see below)

The standard article, report and book classes take the options 10pt, 11pt and 12pt to change font size, and twocolumn to make a two-column document.