

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