Ⓐ State the paper size by an option to the document class
Ⓑ Determine the margin dimensions using one of these packages:
   — geometry
   — typearea
Ⓒ Customize header and footer by one of these packages:
   — fancyhdr
   — scrpage2
Ⓓ Adjust the line spacing for the whole document
   — by using the setspace package
   — or by the command `\linespread{factor}`