

1. State the paper size by an option to the document class
2. Determine the margin dimensions using one of the packages:
 - `geometry`
 - `typearea`
3. Customize header and footer by one of these packages:
 - `fancyhdr`
 - `scrlayer-scrpage`
4. Adjust the line spacing for the whole document
 - by using the `setspace` package
 - or by the command `\linespread{factor}`