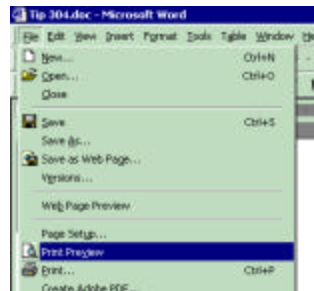
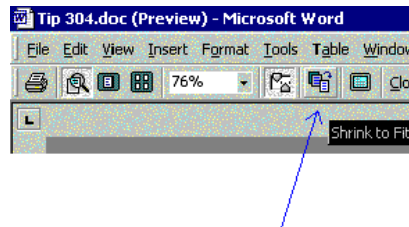


Make text fit on one page in a Word Document

Step 1: Open your Word document and go to **File** → **Print Preview**.



Step 2: Click the Shrink to Fit button in the toolbar.



This is the Shrink to Fit button

Results:

Word will automatically resize the font so that there are no more stray sentences or words when you click this button.

Make sure you look at the document before you print, because the font might be rather small.

