

How to automatically collapse Word documents

To edit a Word document in 1 page or shrink it, users can use the feature available in Word

You only need to present the text in a page of paper, but the results of some lines at the bottom of page 1 are separated into the second page of paper. 2 sides and margins on the lower margin. This correction is relatively time consuming and can alter the layout of the document. If so, users can immediately use Shrink One Page feature on Word.

This feature will automatically shrink the document to a page. The text size will automatically decrease, reduce the spacing of the text, adjust alignment, . The number of pages scaled will depend on the number of original documents you are editing. The following article will guide you how to use the Shrink One Page feature on Word.

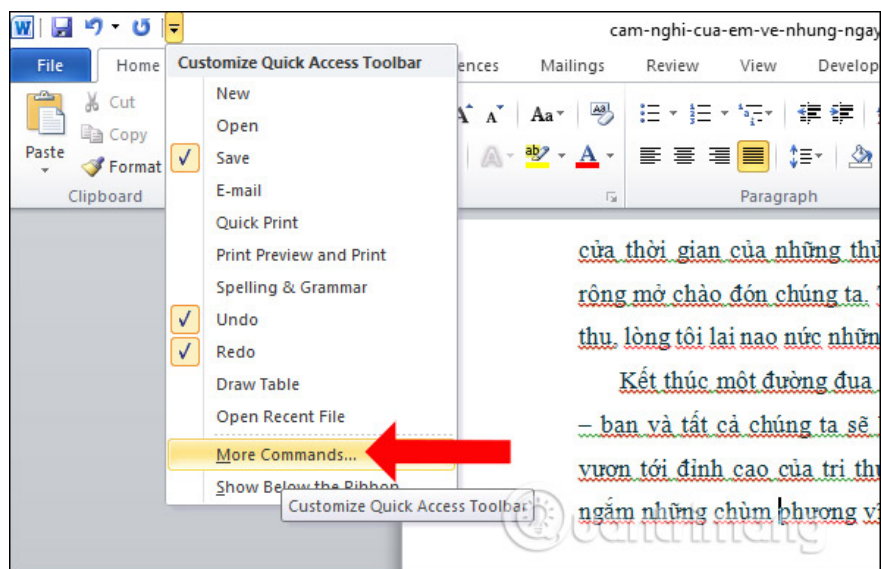
1. How to display Ruler ruler bar in Micorosoft Word
2. 10 principles of text editing help you become more professional
3. How to create a cover page in Word

How to automatically shrink Word documents

Step 1:

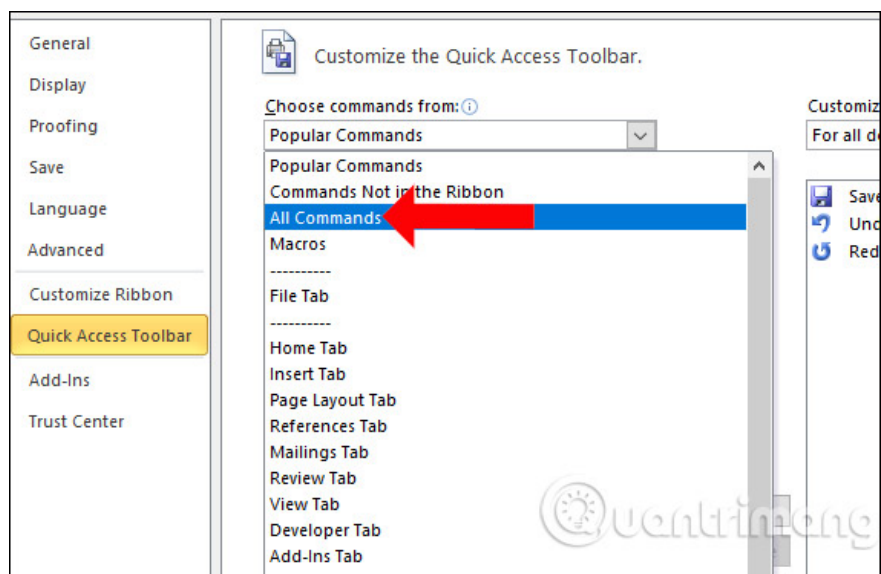
By default the Shrink One Page feature will not display on Word, but you need to include them in the Word toolbar.

At the toolbar in Word, click **the Quick Access Toolbar icon** and select **More Commands** .



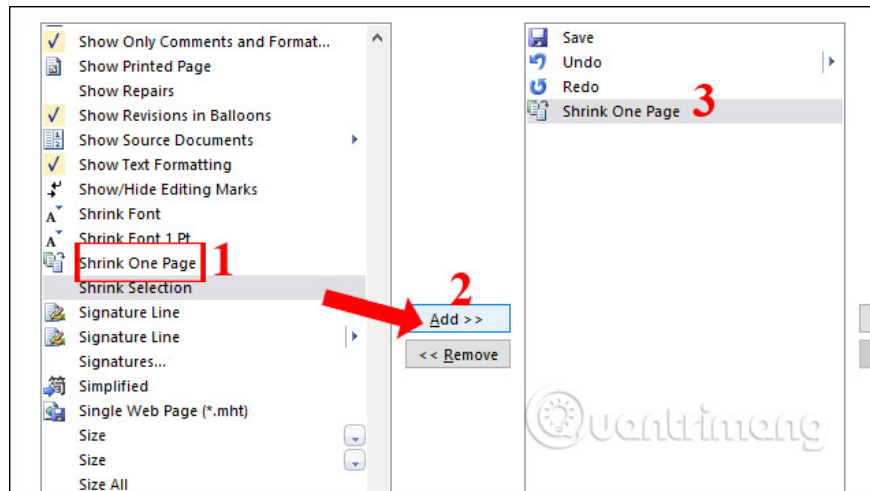
Step 2:

Display the Word Options interface. Here click the menu in **Choose Commands From** and select **All Commands**.



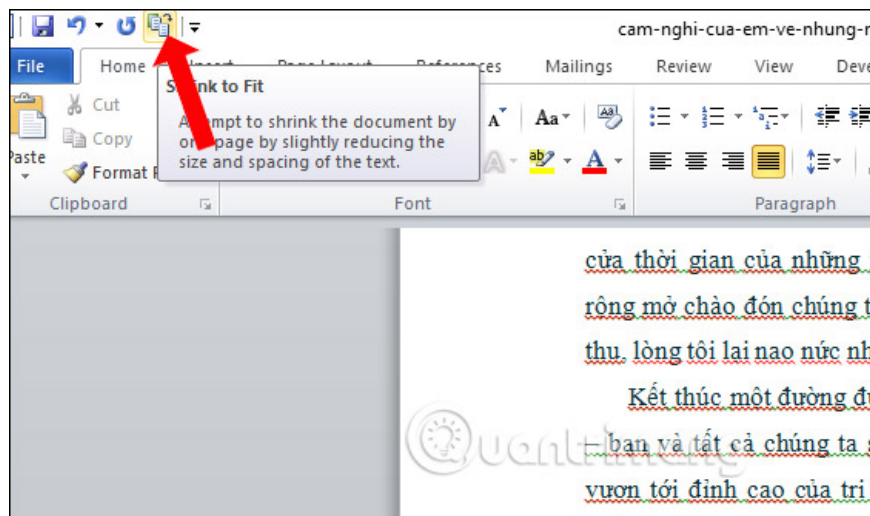
Step 3:

In the list below find **Shrink One Page** feature, click and then click on **the Add button** to display the feature on the Quick Access Toolbar.

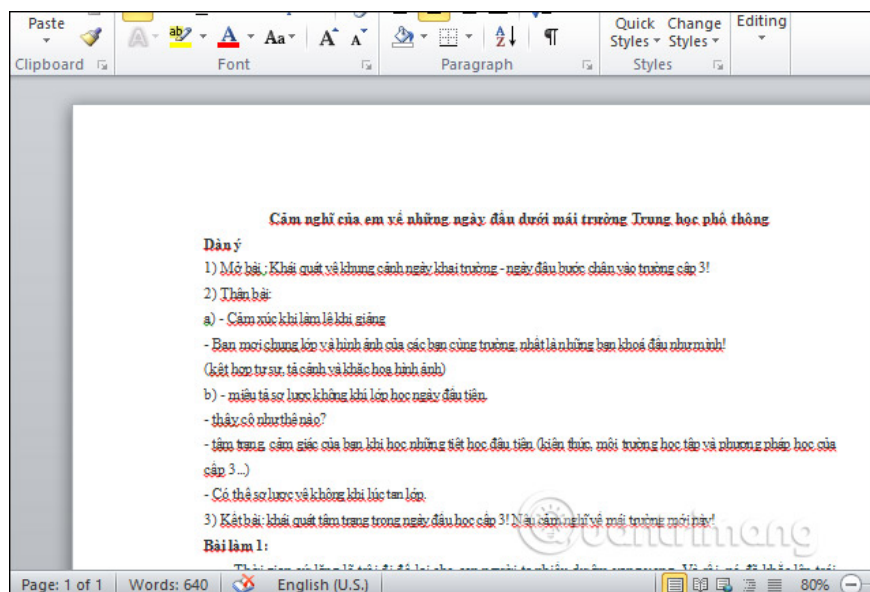


Step 4:

Going back to the interface on Word will see **the Shrink One Page icon displayed** . You just need to click the Shrink One Page icon and the text will automatically be scaled down. If the font is small or there are extra margins, users can increase the font size.



Shrink One Page feature will only shrink the text automatically, but with images or other illustrations, you have to manually resize the image on Word.



With just a few simple steps, Word content has been collapsed, without spilling many pages. If the text has an image, you need to transfer the image to another Word page to reduce the size, and then paste it into Word's reduced content.

See more:

1. Word 2016 Complete Guide (Part 10): Page layout
2. Guidance on how to align Excel correctly
3. Guide font formatting, change stretch and create artistic text in Word

I wish you all success!

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