



An Extended Guide · No. 1923

Word for Everyday Letters — Fonts, Margins & Printing Without a Fight

Type, format, and print a
one-page letter the easy way

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★ A letter is simpler than Word makes it look

Word has a thousand buttons, but a one-page letter needs about six of them. This guide shows you just those — how to type it, make it readable, and print it without the blank-second-page and cut-off-edge headaches.

Writing a proper letter, the easy way

Word can feel overwhelming, with ribbons of buttons you'll never touch. But writing a clean, handsome one-page letter only uses a handful of them. Let's learn those together and leave the rest alone.

I'm Bill, from Bill's Home Tech in Portage County. Letters are one of the most common things folks want to do on a computer, and also where a few small settings cause big frustration. We'll make it calm and reliable.

Go at your own pace. There's no test and no silly question. By the end you'll be able to type a letter, make it easy to read, and print it the way you pictured — every time.

The whole guide, on one page

If these few things stick, letter-writing in Word stops being a fight.

- ❑ Type first, fuss with looks later — just get the words down.
- ❑ Pick one clear font and a comfortable size (12 or 14 for easy reading).
- ❑ Leave the margins on their normal setting; they're already right for a letter.
- ❑ Blank second page? It's almost always extra blank lines at the end — delete them.
- ❑ Edges cut off when printing? Your margins are too small, or 'fit to page' is off — we'll fix it.
- ❑ Always use Print Preview before you print, to catch problems on screen first.

✓ One habit above all

Save your letter as soon as you've typed a line or two, and keep tapping Save as you go. It turns any mishap into a tiny one.

Starting with a blank page

Every letter begins the same calm way. Here's how to get a fresh page in front of you.

Open Word. On the first screen, click 'Blank document' — that's your clean sheet of paper. If Word is already open, click File, then New, then Blank document. A crisp white page appears, ready for your words.

That blinking line near the top is your cursor — where your typing will appear. You can just start typing your letter right there. Don't worry about how it looks yet; we'll tidy the appearance after the words are down.

✓ **Templates are optional**

Word offers fancy letter templates, but you never need one for a simple letter. A blank page and your own words make a perfectly proper letter — often a nicer one.

Type the words before you touch the looks

The biggest favor you can do yourself is to write the whole letter first, plainly, and format it afterward.

Type it like you would on a typewriter: your address or the date, a greeting, your paragraphs, a closing like 'Sincerely,' and your name. Press Enter once to start a new line, twice to leave a blank line between paragraphs. Let the words run to the edge — Word wraps them automatically; you don't press Enter at the end of every line.

Don't stop to fiddle with fonts or spacing as you go. Get the whole message down first. Fixing the appearance of finished text is quick; wrestling with formatting while you're still composing is what ties people in knots.

! Don't press Enter to reach the next line

Let Word wrap your lines for you. Pressing Enter at the end of each line creates invisible trouble that scrambles the layout later. Only press Enter to start a new paragraph.

Choosing a clear, readable font

The right font and size make a letter easy to read — for you and for whoever receives it. This is where a little effort pays off.

To change the font, first select your text: click at the start, hold the mouse button, and drag to the end (or press Control+A to select everything). Then, on the Home ribbon at the top, use the font name box and the size box to choose how your words look.

For a letter, a plain font like Calibri, Arial, or Times New Roman reads beautifully. A size of 12 is standard; 14 is kinder to tired eyes and still looks proper. Avoid fancy, swirly fonts — they're hard to read and look less serious.

✓ Bigger on screen, normal on paper

You can also zoom the view larger (the slider at the bottom-right) to see your words bigger while you work, without changing the printed size at all. A real relief for the eyes.

Margins — leave them be, mostly

Margins are the white space around your words. For a letter, Word's normal setting is already right — so the main advice is to leave it alone.

Word's default margins (one inch all around) are the standard for a letter and look professional. You almost never need to change them. If you ever want to, they live under the Layout ribbon, in the Margins button — but for a normal letter, resist the urge.

Trouble starts when people shrink the margins to squeeze more on a page. That's exactly what causes words to get cut off when printing, because printers can't print right to the paper's edge. Keeping the normal margins prevents that whole headache.

! Tiny margins cause cut-off edges

If your printed letter is missing its edges, over-small margins are the usual culprit. Set margins back to Normal (one inch) and the problem almost always disappears.

Fixing the dreaded blank second page

You finish a one-page letter, go to print, and there's a ghostly blank second page. Here's why, and the easy fix.

Almost always, it's caused by extra empty lines or spaces after the end of your letter. Each time you pressed Enter past your name, you nudged an invisible marker onto a second page. The page looks blank, but to Word it's got those empty lines on it.

- ❑ Click at the very end of your letter, after the last word.
- ❑ Press the Delete key (or Backspace) to remove the empty lines below.
- ❑ Keep going until the blank second page disappears.
- ❑ Check Print Preview to confirm it's now one page.

✓ See the hidden marks

On the Home ribbon there's a button that looks like a backwards P (the paragraph mark). Click it to reveal the hidden Enter marks, so you can see and delete the extra ones. Click it again to hide them.

Spacing and lining things up

A few simple touches make a letter look neat without any fuss. Here are the ones worth knowing.

- **Line spacing:** single spacing is normal for letters. If lines feel cramped, the Line Spacing button on the Home ribbon can open them up a touch.
- **Left-aligned:** letters read best lined up on the left, which is the normal setting — leave it there.
- **The date and closing:** if you want them on the right, select those lines and click the 'align right' button on the Home ribbon.
- **Blank lines for a signature:** press Enter a few times between 'Sincerely,' and your typed name to leave room to sign by hand.

That's all a letter needs. You don't have to center things, add borders, or use columns. Simple and clean is the goal, and it's also the easiest to get right.

✓ Less styling, better letter

The handsomest letters are usually the plainest — clear font, normal margins, left-aligned, single-spaced. Resist the fancy stuff and you'll resist most of the trouble.

Printing without a fight

Printing is the step that frustrates people most, so let's make it foolproof.

- ❑ Click File, then Print (or press Control+P).
- ❑ A preview of your letter appears on the right — look at it carefully.
- ❑ Check the printer name is the one that's switched on and loaded with paper.
- ❑ Make sure it says 1 copy and the right page size (Letter, 8.5 by 11).
- ❑ If the preview looks right, click the Print button.

That preview is your best friend. If something's wrong — a blank second page, cut-off edges, odd spacing — you'll see it there, on screen, before wasting any paper or ink. Fix it, then print.

★ Printer giving you grief?

If the letter looks perfect on screen but the printer misbehaves, that's a printer issue rather than a Word one — and a common call I get. I'm glad to sort it out with you. Call (330) 200-8042.

Two kinds of readers, two sets of needs

How you get your letter onto paper changes a couple of steps. Find your situation below.

If you print at home

You have a printer connected to your computer and print your own letters. The main things are the right settings and a cooperative printer.

- Keep margins on Normal so nothing gets cut off at the edges.
- Always check Print Preview before clicking Print.
- Make sure the correct printer is chosen if you have more than one.
- If edges still clip, look for a 'fit to page' or 'shrink to fit' option.

If you print somewhere else

You take your letter to the library, a print shop, or a family member's printer. The trick is carrying it in a form they can open and print cleanly.

- Save your letter as a PDF so it looks identical anywhere.
- Put the PDF on a USB stick, or email it to yourself to open there.
- A PDF prevents fonts and spacing from shifting on their computer.
- Bring this guide in case you need to adjust a setting on the spot.

★ However you print, I can help

Whether it's your own printer acting up or getting a letter ready to print elsewhere, I'll make it simple. Call or text me at (330) 200-8042.

Saving so you can find it again

A saved letter is one you can reprint, reuse, or send. Here's the simple way to keep it.

Click File, then Save (or press Control+S). The first time, Word asks for a name and a place. Give it a clear, dated name — 'Letter to Dr. Smith Oct 2026' — and save it to your Documents folder, the sensible home for such things.

After that first save, tapping Control+S now and then keeps your latest words safe. If you ever want to keep the original and make a new version, use File > Save a Copy and give it a new name.

✓ Name it for future you

Imagine looking for this letter next spring. A clear, dated name means you'll spot it instantly instead of opening a dozen files called 'Document.'

Reusing a letter you've already written

Once you've written one good letter, you can reuse it again and again with tiny changes — a real time-saver.

Open your saved letter, then immediately use File > Save a Copy and give it a new name, so you don't change the original. Now edit the copy — swap the date, the name, a line or two — and you've got a fresh letter in a fraction of the time.

This is wonderful for letters you send often: a note to the bank, a yearly holiday letter, a complaint or request you adapt. Build a little collection and letter-writing gets faster every time.

! Save a Copy first, then edit

The key is to save a copy before editing, so your good original stays intact. Edit the copy, not the master, and you'll never overwrite a letter you wanted to keep.

Adding a touch: a photo or letterhead

If you'd like to dress a letter up a little — a photo, or your own simple letterhead — it's easier than you'd think.

To add a picture, click where you want it, go to the Insert ribbon, click Pictures, and choose a photo from your computer. You can then drag its corner to resize it. It's a nice way to include a snapshot with a note to family.

For a simple letterhead, just type your name and address at the top in a slightly larger or bold font, maybe centered. You don't need special software — a clean name and address line looks perfectly dignified.

✓ Keep it tasteful

One photo or a tidy name-and-address header is plenty. A letter crowded with images and colors looks busy; restraint reads as class.

Common mistakes, and their easy fixes

Nearly every letter-writing frustration comes from the same short list. Here they are, with the cure for each.

- **Blank second page:** extra empty lines at the end — click there and delete them.
- **Edges cut off:** margins too small — set them back to Normal.
- **Pressing Enter every line:** let Word wrap text; only press Enter for new paragraphs.
- **Font too small to read:** select all and bump it to 12 or 14.
- **Printing before previewing:** always check Print Preview first.

✓ When in doubt, start plain

If a letter gets into a formatting tangle, the fastest fix is often to select all, set it to a normal font and size, Normal margins, and left-aligned. That resets most trouble at once.

Reading it over before it goes

A minute of checking saves embarrassment. Here's a gentle final review.

- ❑ Read the whole letter aloud, slowly — your ear catches what your eye skips.
- ❑ Check the date, the name, and any address for typos.
- ❑ Look for the red squiggly underlines Word adds under possible spelling slips.
- ❑ Confirm it's one page in Print Preview, with no blank second page.
- ❑ Make sure you left room to sign if you're printing it.

Word underlines likely spelling mistakes in red and grammar suggestions in blue as you type. Right-click an underlined word to see suggestions — a quiet, helpful proofreader built right in.

✓ Reading aloud is the secret

Reading your letter out loud is the single best way to catch awkward wording and missing words. It feels a little silly and works every time.

You can absolutely do this

If Word has ever made you feel foolish, let me set that straight: the fault is the software's busy design, not you.

Word shows hundreds of buttons because businesses use it for everything. You only need a handful, and once you know which, a letter takes minutes. Every person I've taught this to was writing confident letters by the end of one patient sitting.

Keep this guide by the keyboard, use the six or so buttons it points to, and ignore the rest with a clear conscience. The letter will come out right, and you'll feel a little more master of the machine.

★ A patient first lesson is a joy to give

Teaching a good letter, start to finish, is one of my favorite visits. No rushing, no jargon, just you writing a real letter with a friendly hand nearby. Call (330) 200-8042.

A few handy shortcuts

You don't need many, but these little key-combinations save real time and spare your mouse hand.

To do this	Press
Save	Control + S
Print	Control + P
Select all	Control + A
Undo a mistake	Control + Z
Make text bold	Control + B

On a Mac, use the Command key instead of Control for all of these. The most valuable by far is Control+Z, Undo — it reverses almost any mistake, so you can experiment fearlessly knowing one keystroke puts things back.

✓ **Undo is your safety net**

Made a mess? Press Control+Z (Command+Z on a Mac) and it's undone. Knowing Undo exists takes the fear out of trying things.

Questions to ask yourself

If a letter isn't behaving, these questions usually find the cause.

Q: Why is there a blank second page?

Almost always extra empty lines after your name. Click at the end and delete down until the blank page vanishes.

Q: Why are my edges getting cut off?

Your margins are likely too small. Set them back to Normal under the Layout ribbon, and check for a 'fit to page' print option.

Q: Why does my text look cramped or odd?

Check the line spacing and font size. Single spacing, size 12 or 14, and a plain font fix most oddness.

Q: Why won't it print the way it looks?

Confirm the right printer is chosen and the page size is Letter. If the preview looks right but the printer doesn't, it's a printer issue.

✓ The preview tells the truth

Most 'why is it doing that' questions are answered by looking closely at Print Preview. What you see there is what will print.

A few more worth answering

These come up often once the basics click.

Q: How do I make the words bigger for my eyes?

Two ways: raise the font size (12 to 14) for the printed letter, or zoom the view with the bottom-right slider to see it bigger on screen without changing the print.

Q: How do I leave room to sign my name?

Press Enter a few times between your closing ('Sincerely,') and your typed name, leaving a gap to sign by hand after printing.

Q: Can I email my letter instead of printing it?

Yes — save it as a PDF (File > Save As > PDF) and attach that to an email. A PDF looks perfect on the recipient's end.

Q: Do I need to buy Word to do this?

No. The free web version of Word, Google Docs, and others do letters too — see our free-ways-to-write guide. This guide works much the same in those.

★ Still fighting with a letter?

Call or text me at (330) 200-8042. Letters are bread-and-butter for me, and I'll have yours behaving in no time.

Common Questions

The questions I hear most about writing letters in Word.

Q: How do I get rid of a blank second page?

Click at the very end of your letter and press Delete or Backspace to remove the empty lines below your name. Turn on the paragraph-mark button to see the hidden Enters you're deleting.

Q: Why are the edges of my letter cut off when I print?

Your margins are too small for the printer's reach. Set margins to Normal (one inch) under the Layout ribbon, and look for a 'fit to page' option in the print window.

Q: What font and size should I use for a letter?

A plain font like Calibri, Arial, or Times New Roman, at size 12 for standard or 14 for easier reading. Avoid fancy, decorative fonts.

Q: Should I press Enter at the end of each line?

No — let Word wrap the text automatically. Only press Enter to start a new paragraph. Pressing it every line causes layout trouble later.

★ Want a hand with your first few?

Writing letters confidently in Word is a lovely skill to gain, and I love teaching it. Call or text me at (330) 200-8042 and we'll do one together.

The bottom line

Here's everything, boiled down to a calm routine.

Start with a blank page, type the whole letter plainly, then select your text and set a clear font at size 12 or 14. Leave the margins on Normal, delete any extra lines that cause a blank second page, and always check Print Preview before you print.

Do that and your letters will come out clean and correct, every time — no cut-off edges, no ghost pages, no fight with the software. Save each one with a clear name so you can reuse it, and letter-writing becomes one of the easy, pleasant things you do on the computer.

✓ Six buttons, not six hundred

Remember: a letter uses a handful of Word's buttons. Learn those, ignore the rest, and the whole thing stays simple.

You don't have to do this alone

You just have to remember that a friendly, patient person is one call away.

I hope this guide made writing and printing letters in Word feel a little less daunting and a lot more doable. Keep it in a drawer with your other home papers, come back to a page whenever you need it, and don't worry about memorizing anything.

When you'd rather have a hand, that's exactly what I do. I come to your home, work at your pace, and never make you feel rushed or silly for asking. A first visit is a flat \$99, and for the parts that don't need me on-site — installing Office, sorting out a sign-in, setting up a document — I can often help right on your screen for \$49. Every visit comes with a 30-day, come-back-free guarantee.

★ Bill's Home Tech — real help, close to home

Call or text me at (330) 200-8042, or visit BillsHomeTech.com. Serving Atwater and all of Portage County. 30+ years of patient, plain-English tech help — and if you're ever not 100% happy with a visit, I'll make it right or refund it. That's a promise. — Bill

The Few Buttons a Letter Needs

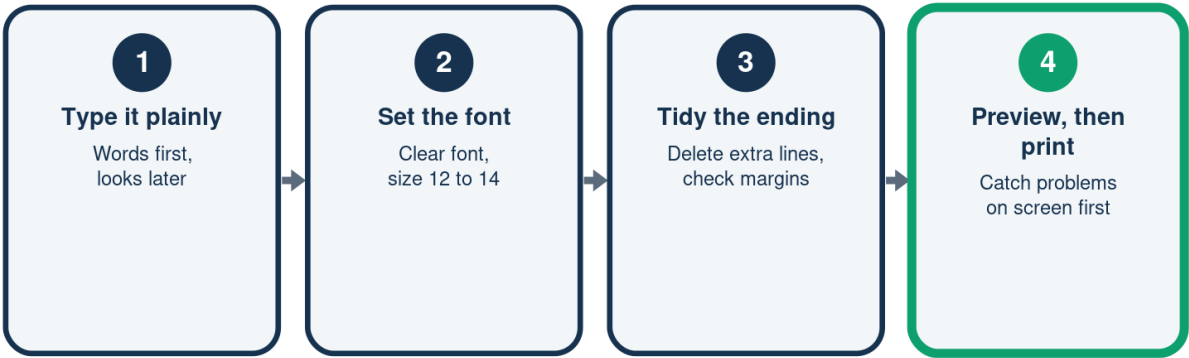
Ignore the rest with a clear conscience

Button			Does what
Font & size	On the Home tab		Clear, readable text
Save	Control + S		Keeps your work
Print Preview	File > Print		See before you print
Paragraph marks	The backwards P		Shows hidden Enters
Undo	Control + Z		Reverses mistakes

A one-page letter uses a handful of buttons, not hundreds.

A Letter in Four Steps

The calm, reliable routine



Type first, format second, preview always.

Fixing the Two Big Headaches

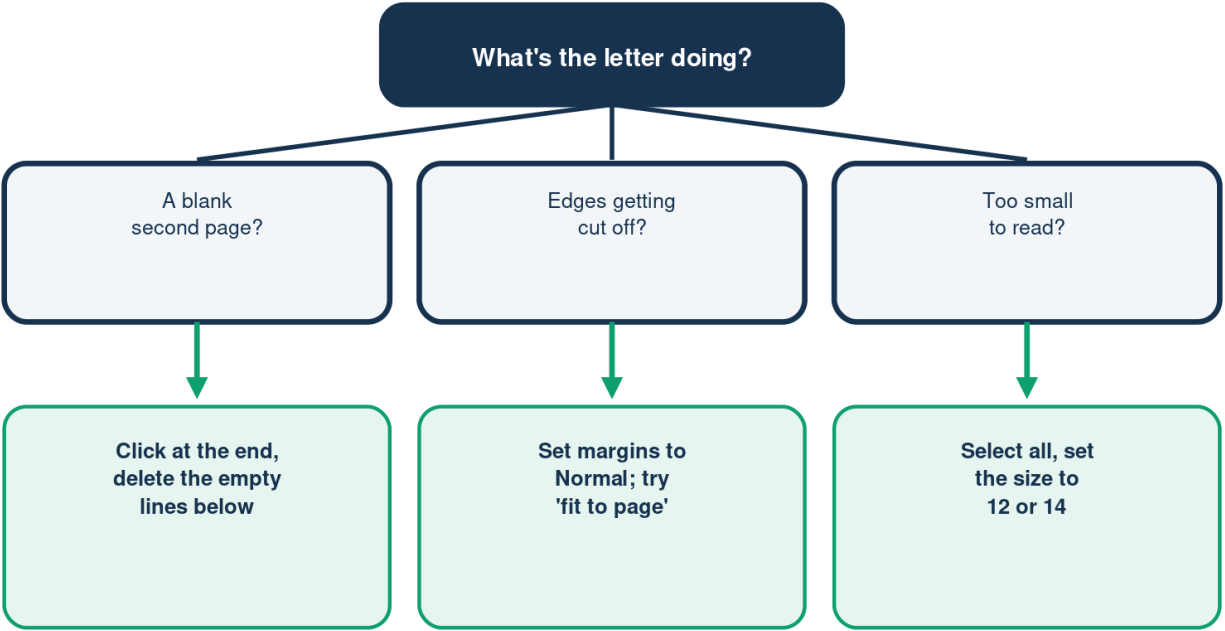
Blank pages and cut-off edges

	Problem	The fix
Blank 2nd page	Extra lines	Delete them
Edges cut off	Margins too small	Set to Normal
Cramped lines	Spacing tight	Open it up
Won't print right	Wrong printer/size	Check the print box

Most letter trouble comes from these -- and each has an easy cure.

What's Going Wrong?

Match the trouble to the fix



Always check Print Preview -- what you see there is what prints.

Illustration - a schematic, not to scale. Your setup may differ.



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A Note From Bill

A quick note from Bill.

I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that comes from using these guides. Thanks for reading, and stay safe out there.

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