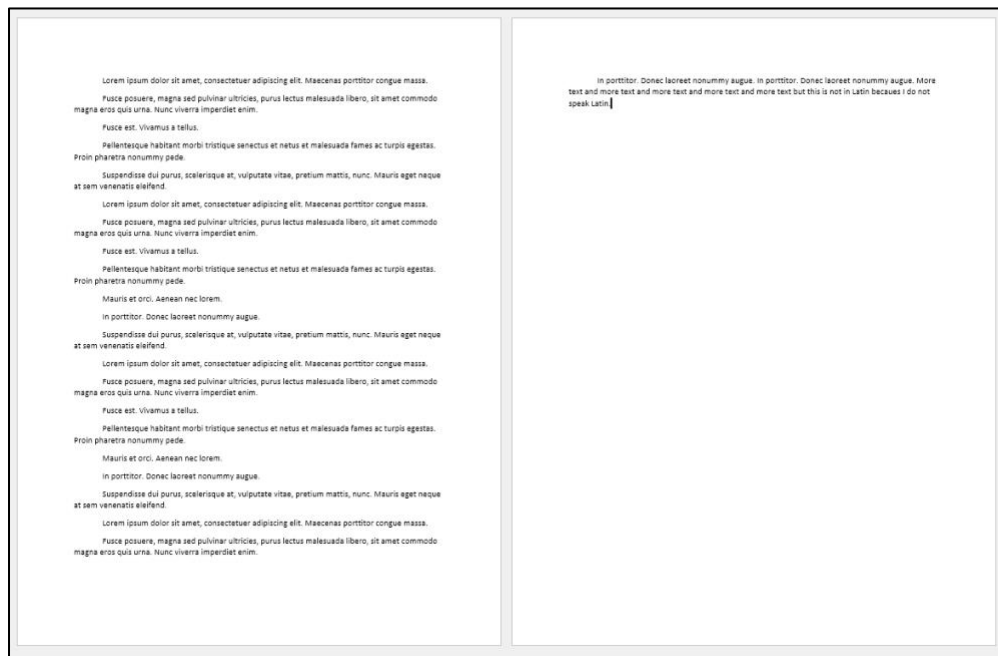# Word: Shrink One Page

If you have a short document that only has a small amount of text on the last page, you might be able to shrink it just enough to print on one page, and avoid printing the extra page.

Yes, you could play around with fonts and margins, but you can also try Word's **Shrink One Page** command. Because it's not used very often, it's one of those commands that doesn't exist on the ribbon. The simplest way to access it is to add it to the Quick Access Toolbar (QAT).

Step One: Add the Command to the Quick Access Toolbar.

- Access **File / Options / Quick Access Toolbar**

  OR

- Click on the drop-down to the right of the QAT and choose **More Commands**.

Refer to *Figure 1, below.*

1. Click on the **Choose commands from** drop-down and select **All Commands**.
2. Scroll through the list and choose **Shrink One Page** and click on **Add.**
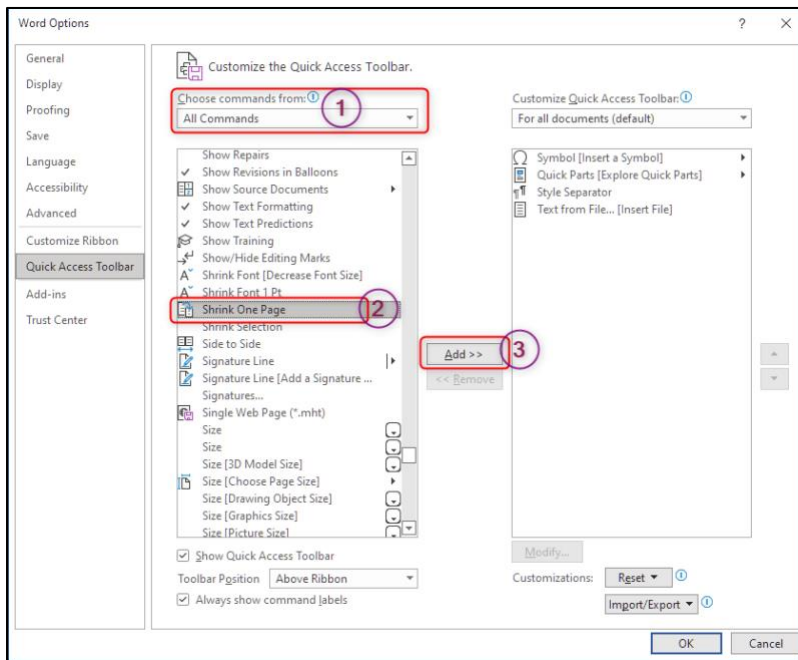3. Click on **OK** to apply the change and close the dialog box.

Figure 1

Step Two: Save a copy of your document before using this command. In order to shrink the document, Word decreases the font size of each font used in the document. You can undo the command by pressing **Ctrl + Z**. However, after you save the document and close it, there is no quick way to restore the original font size.

Step Three: Click on the **Shrink One Page** command on the QAT.

If all goes well, the document shown above will now look like this:

Note: The command is not always able to shrink the page, but when it works, it is a great timesaver. Also note, this feature is not available in Word on the Web.