Several OCDE employees have lamented the loss of a beloved command with the move to Word 2007 or 2010: The command to fit all text onto one page apparently is no more. Gone is the simplicity of adjusting font size with a simple click; now we are wasting precious time and energy trying to fit two extra lines onto a single page of text.

Fear not! The command isn't gone; it's just not part of the pre-configured command ribbon. But you can add the command to your customizations and keep that "shrink one page" option available for all your documents!

1. In the File tab, go to Options and select "Quick Access Toolbar." In Word 2007, go to the MS Office button, Click on the "Word Options," button, and then select "Customize" in the pane on the left.

2. In the "chose commands from" field, click on the down arrow and select "All Commands."

3. Scroll down the commands list and highlight "shrink one page."

4. Click the "add" button. The "Shrink One Page" command will appear in the lift of Quick Access commands.

5. Click "ok." An icon for the command will now appear on the Quick Access Toolbar at the top of your screen for all your documents.

Note: in Word 2010, you can choose to add the command to a ribbon tab instead of the Quick Access Toolbar by selecting "Customize Ribbon" in Step 1.

For a screen cast of this tip, go to: http://screencast.com/t/FGu7YIy5F