

Change page setup of a Google Doc

1. On your computer, open a document in Google Docs.
2. In the toolbar, click **File** and then **Page setup**.
3. Go to the setting you want to change:
 - Orientation
 - Paper size
 - Page color
 - Margins
4. Make your changes.
5. Click **OK**.
6. Optional: To make new documents open with the settings you chose, click **Set as default**.

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