General

How to use templates in other page/paper sizes

By default, included templates are US Letter size. But what you can do is select the new page/paper size under **Document > Page Layout**, then **File > Templates > Save as Template** as something like “Template Name (A4)” (or whatever you’d like, really).

You can also choose the option to automatically install the newly saved template when saving.

Then you can use select that template from **File > Templates > New from Template**, or even set it as the default startup document under **Preferences > General**.

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