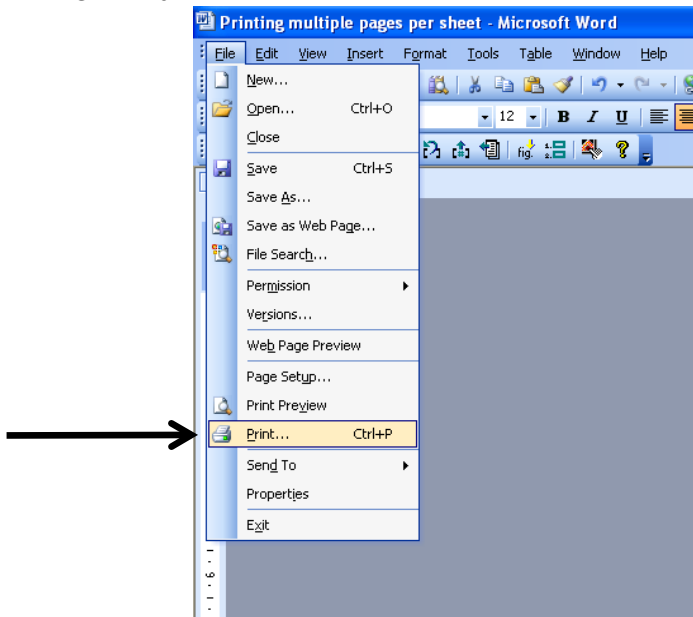


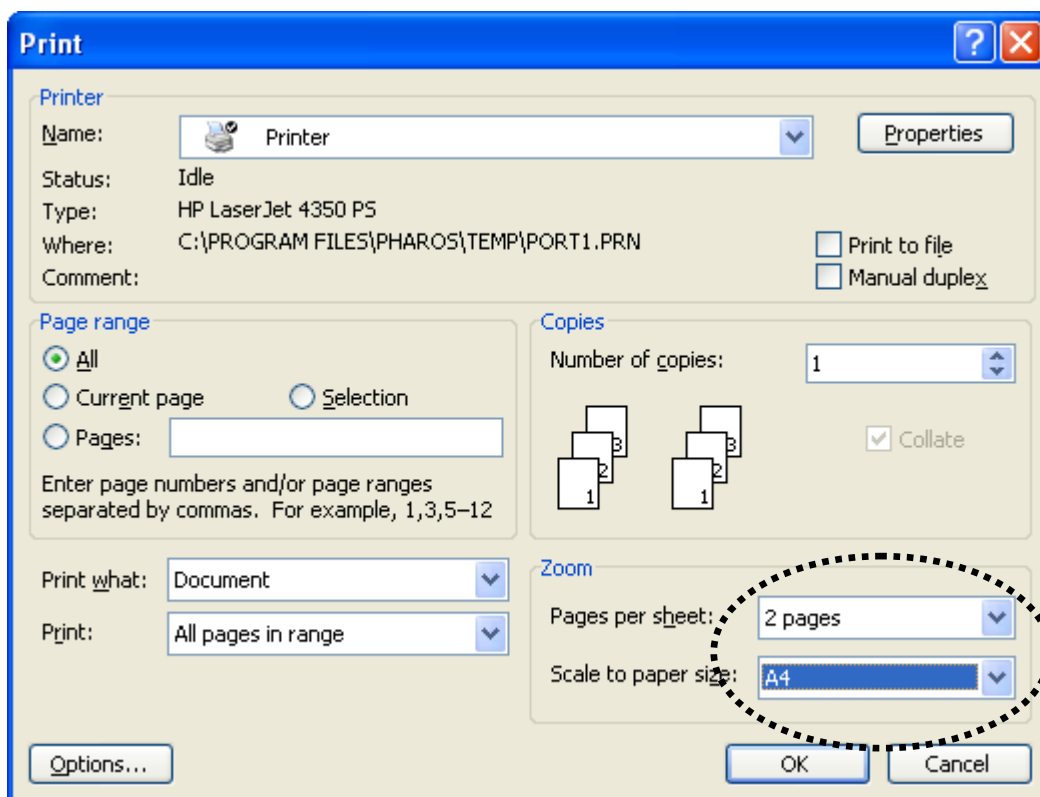
Printing multiple pages per sheet

Microsoft Word 2003

1. File > Print



2. Change the **Pages per sheet** to the number of pages you wish to print per sheet, and **Scale to paper size: A4**.



3. OK



4. Please double check the number of sheets to be printed. (This example is printing 2 pages per sheet so the cost should be for one sheet) → click on the 'OK' button

