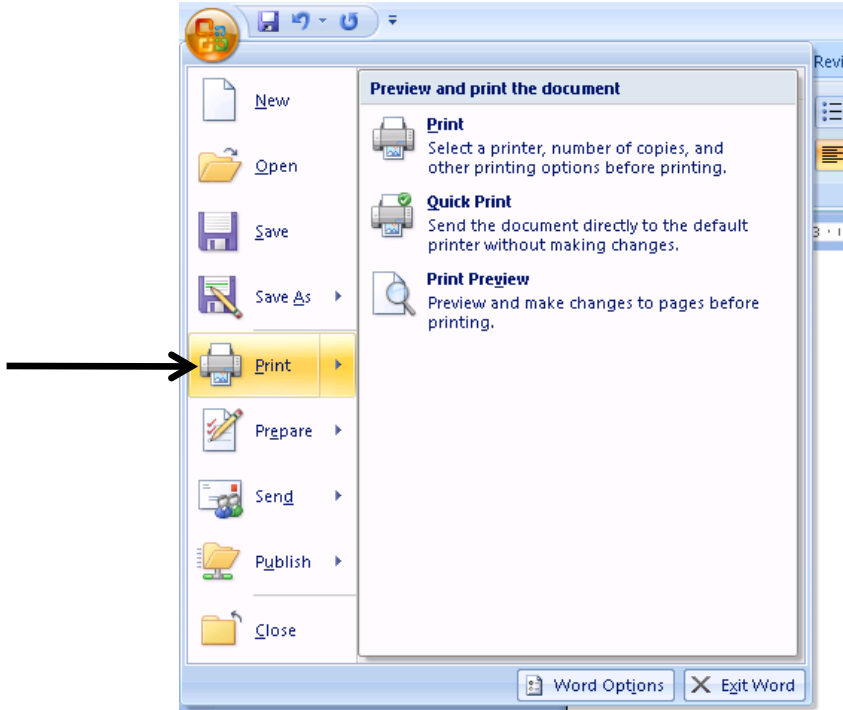


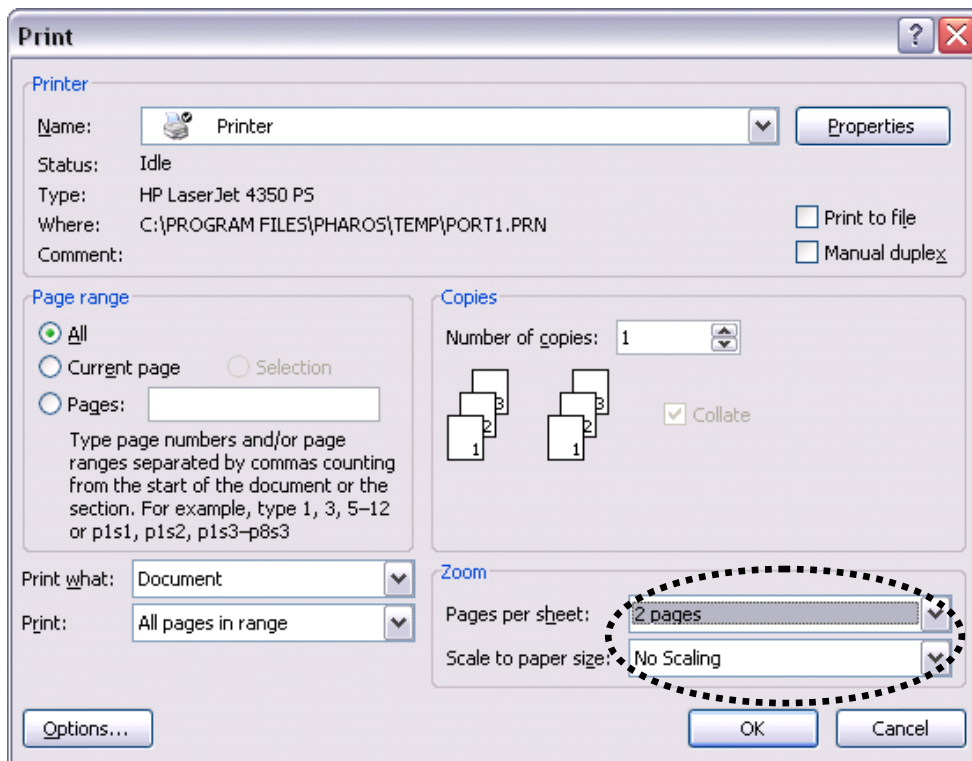
# Printing multiple pages per sheet

## Microsoft Word 2007

### 1. Office Button > Print



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

