

Printing multiple pages per sheet

Microsoft Word

1. File > Print



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





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 '**Yes**' button

Message about your print job	
 Pfint job 'Microsoft Word - Document1' con Do you accept the charges? (\$67.29 remain Please click YES to accept the charges or 	itains 1 page(s) and costs \$0.07. ining). NO to cancel.
Pharos Systems	Yes