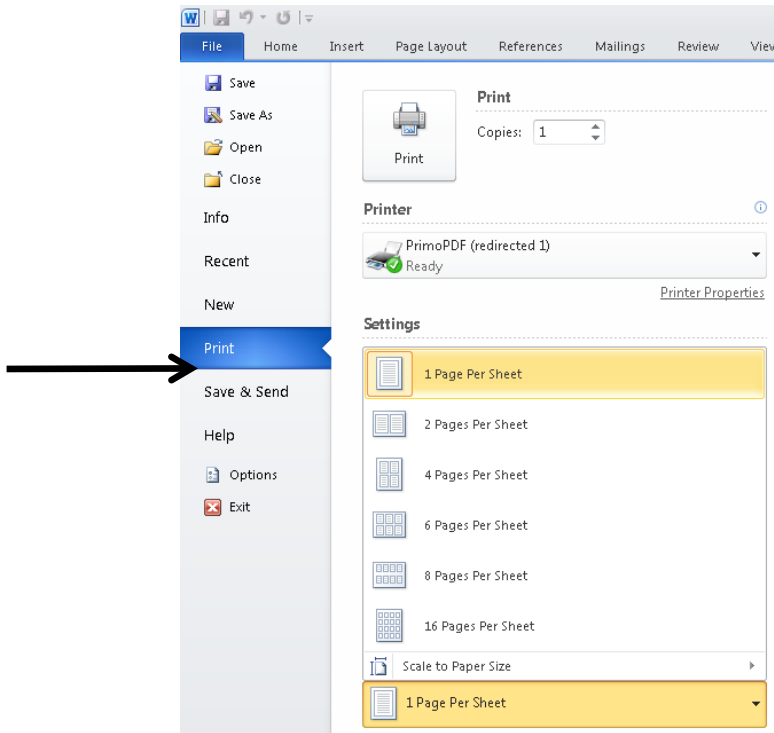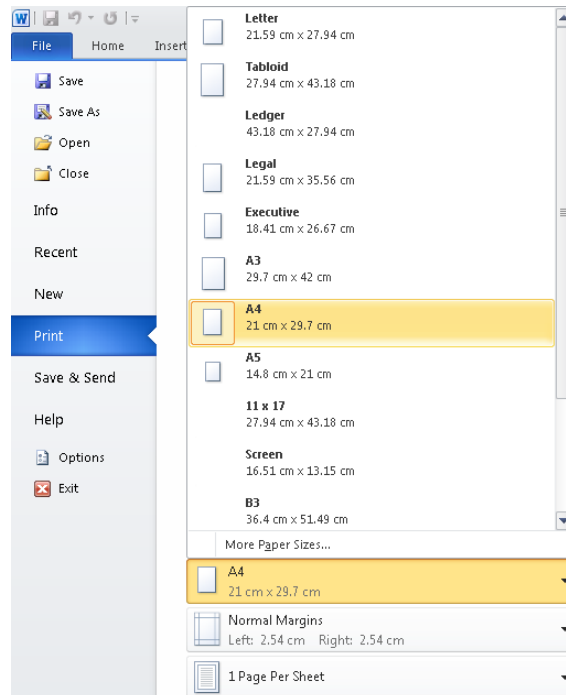# Printing multiple pages per sheet

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**.

3.

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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