## Chapter 1 : Multiple Pages Per Sheet (Microsoft Word)

*Printing multiple pages per sheet is also called N-up printing (such as 2-up or 6-up). You can specify how the pages are ordered, either horizontally across the page or in vertical columns. Choose File > Print.*

For instance, you can take two pages of your document and print them on a single side of a piece of paper. Word allows you to print 1, 2, 4, 6, 8, or 16 actual pages per printed page. This can save quite a bit of paper, but it can make reading the output more difficult. To control this setting, follow these steps: Load the document you want to print. Word displays the File tab of the ribbon with the print options visible. Use the final drop-down list at the bottom of the print options. It should read "1 page per sheet" before you make your changes. Click on the drop-down list to specify how many pages should be combined on each printed page. Specify any other printing options, as desired. Click on OK to print your document. If you are using Word you should follow these steps, instead: Word displays the Print dialog box. The Print dialog box. Use the Pages Per Sheet drop-down list lower-right corner to specify how many pages should be combined on each printed page. WordTips is your source for cost-effective Microsoft Word training. Microsoft Word is the most popular word processing software in the world. This tip applies to Microsoft Word , , , and  You can find a version of this tip for the older menu interface of Word here: Multiple Pages Per Sheet. Author Bio Allen Wyatt With more than 50 non-fiction books and numerous magazine articles to his credit, Allen Wyatt is an internationally recognized author. He is president of Sharon Parq Associates , a computer and publishing services company. Learn more about Allen Discover More Problems Using Words as Bullets If you know the secret, you can use actual words as "bullets" in a bulleted list. The built-in bulleted lists in Word Discover More Transposing Two Words A common editing task is to transpose two adjacent words, so that their order is changed. While the task is common, there This complete guide shows both professionals and novices how to master VBA in order to customize the entire Office suite for their needs. Discover More Creating Tent Cards If you are planning a dinner party or a meeting where guests need to be seated at tables, you may want to create tent Rotating those words in different manners can be a bit trickier. Get tips like this every week in WordTips, a free productivity newsletter. Enter your address and click "Subscribe.

## Chapter 2 : 2 or multiple pages per sheet not working - Microsoft Community

*As with the "2 pages per sheet" setting in the Print dialog, if you have only a single page you want to print twice on the same sheet, you will need to type 1,1 in the Pages: box in the Print dialog.*

For instance, you can take two pages of your document and print them on a single side of a piece of paper. Word allows you to print 1, 2, 4, 6, 8, or 16 actual pages per printed page. This can save quite a bit of paper, but it can make reading the output more difficult. To control this setting, follow these steps: Load the document you want to print. Choose the Print option from the File menu. Word displays the Print dialog box. The Print dialog box. Use the Pages Per Sheet drop-down list lower-right corner to specify how many pages should be combined on each printed page. Specify any other printing options, as desired. Click on OK to print your document. WordTips is your source for cost-effective Microsoft Word training. Microsoft Word is the most popular word processing software in the world. This tip applies to Microsoft Word , , and  You can find a version of this tip for the ribbon interface of Word Word and later here: Multiple Pages Per Sheet. Author Bio Allen Wyatt With more than 50 non-fiction books and numerous magazine articles to his credit, Allen Wyatt is an internationally recognized author. He is president of Sharon Parq Associates , a computer and publishing services company. Learn more about Allen As you do so, you may have a need to create a new Discover More Specifying the Default Printer Windows allows you to define many printers that can be used with your system. Chances are good that one of those printers Discover More Creating a Center Across Selection Button The ability to center text across a range of cells has long been a staple of experienced Excel users. Discover how to extend the capabilities of Office Word, Excel, PowerPoint, Outlook, and Access with VBA programming, using it for writing macros, automating Office applications, and creating custom applications. But what if you want those characters to no Discover More Duplexing Documents, by Default If you have a printer that will print on both sides of a piece of paper, you may want to use that ability within Word. Get tips like this every week in WordTips, a free productivity newsletter. Enter your address and click "Subscribe.

## Chapter 3 : Print multiple pages per sheet using Acrobat or Reader

*Word includes a nifty feature that allows you to print multiple pages on a single sheet of paper. For instance, you can take two pages of your document and print them on a single side of a piece of paper. Word allows you to print 1, 2, 4, 6, 8, or 16 actual pages per printed page. This can save.*

Open the publication that you want to print, such as a label publication. Under Settings, click One page per sheet, and then choose Multiple copies per sheet in the list. Select the number of copies that you want in the Copies of each page box. To change the print margins and the horizontal and vertical gaps, do the following: Click Layout Options, and then adjust the margins and gaps. Paper sizes You can also change the number of copies that are printed on each sheet by using a different size of paper, or sheet. To print multiple copies on a sheet of paper, the publication page size must be smaller than the paper size. For example, to print two copies of your page on each sheet of paper, your page size must be no more than half as large as the sheet size. To change which size of paper you plan to print on, do the following: Under Settings, choose the paper size that you want. Click One page per sheet, and then choose Multiple copies per sheet in the list. If your printer supports custom paper sizes, you can specify a custom paper size after you click Printer Properties. Consult your printer manual for specific instruction for adding custom paper sizes. Click Multiple copies per sheet. On the File menu, click Print Setup and then click Multiple copies per sheet. In the More print options section, adjust the margins and gaps. The printer that you use determines the paper sizes that you can use. To check the range of paper sizes that your printer can print on, consult the manual for your printer, or view the paper sizes that are currently available for your printer in the Print Setup dialog box. On the File menu, click Print Setup. In the Print Setup dialog box, under Paper, click the arrow next to the Size list to see which sizes are available. Select the size of paper that you want. If your printer supports custom paper sizes, you can specify a custom paper size after you click Properties. You can turn the crop marks off after you align your publication on the sheet of paper. For more information on crop marks, see Add and print crop marks in Publisher. By adjusting the print options in the print settings, you can specify where on a sheet of paper your publication will print. For example, you can force the publication to begin printing an inch from the top of the sheet of paper by changing the Top margin to 1. You can also create more space between publication copies or pages by increasing the Horizontal gap and the Vertical gap so that the printout better fills the sheet of paper. Click Layout Options, and enter the row and column where you want to start printing on the page Change the Side margin, Top margin, Horizontal gap, and Vertical gap measurements so that the preview window displays the positioning and number of copies that you want. Create or open a publication that is smaller than the paper size that you want to print on, such as a business card. Under More print options, enter the row and column where you want to start printing on the page Change the Side margin, Top margin, Horizontal gap, and Vertical gap measurements so that the Preview window displays the number position or number of copies that you want.

## Chapter 4 : Print booklets using Acrobat or Reader

*From the Pages Per Sheet drop-down list, select the number of pages you want printed on each sheet of paper. The larger the number, the smaller the printed results are on each sheet. Be sure to.*

Scaling full-size documents Suppose you have already created a Letter or A4 poster and now decide that you would like to print small fliers using the same design. To access the Print dialog: Word and earlier: On the File menu, select Printâ€¦ Word  Click the Office Button, then Print and select Print. Word and  Click the File tab and select Print. Any version of Word: Note that this is not a method of printing 2-upâ€"just of printing at a reduced size. Within these limitations, you may also be able to scale small documents up to print on larger paper. Because European A sizes all have the same aspect ratio, scaled output will be more satisfactory with them than with U. So printing an A4 document on A5 paper will be much more acceptable than printing a Letter document on Half Letter Statement paper. Pages per sheet A much more common scenario is that you want to reduce a large document to print twice on the same sheet. Another setting in the Print dialog allows you to print multiple pages per sheet. At least in theory, you can print 2, 4, 6, 8, or 16 copies of a page on a single sheet, as shown above in Figure 2 and below in Figures 3 and 4. As with scaling, results are more satisfactory for European A sizes than for U. You will not see the multiple-page output in Print Preview. You must take a leap of faith. If your document contains multiple pages, they will be paired in the output: If you have only a single page and want to print it twice on the same sheet, you must type 1,1 in the Pages: Many printer drivers offer options for printing multiple pages on a sheet. You can click Properties or Printer Properties in the Print dialog or backstage to explore these options. Alternatively, if you have a version of Word that allows you to save a document as a PDF, you can open that PDF in Adobe Reader and explore the options for printing multiple pages per sheet in its Print dialog. This setting is on the Margins tab of the Page Setup dialog. To access the Page Setup dialog: On the File menu, select Page Setupâ€¦ Word and above: If the horizontal ruler is displayed, double-click at the top of it. The result is shown in Figures 5 and 6. Note that, if you want two portrait pages side by side, you must choose Landscape orientation; if you choose Portrait orientation, you will get two landscape pages, one above the other. Before this option was introduced in Word , users used newspaper-style columns, tables, or text boxes to simulate two pages on a sheet. The advantage of this new option over such workarounds is that Word actually treats the half-sized page just like any other page: Because you are creating the page full-size not scaling it down , you must use margins and font sizes appropriate for the half-sized page. This is actually a benefit; when you scale a full-sized document, the type may be too small. In the editing screen Print Layout view you will not see a sheet with two pages on it. You will see a single page or two pages depending on your Zoom setting. This makes it visually clear that you are dealing with a real half-sized page, not half a full-sized page. Although these pages handle just the same as a full-sized page, they will print 2-up: If you want to duplex the document print on both sides of the page , you will need to set your printer to flip on the short edge just as you would with any landscape document. Each insert is its own page, so you can, if you like, add a page border or graphics this is much harder to do if you use the table-based template provided with badge products. You will work on half-sized pages in page-number order 1, 2, 3, etc. But when you print the document, Word will juggle the pages so that they can be folded into a booklet. For example, if your booklet has eight pages, Word will print pages 8 and 1 on the same sheet, 2 and 7 on another or on the back of the same sheet if you are duplexing , 6 and 3 on the next, and so on. When you put the pages together in order, you can then fold them in half and staple them in the fold. You will never see facing pages in Print Layout view. If you want to see facing pages, you must use Print Preview. Word displays facing pages in Print Preview when either of two options is enabled in a Word document: To access Print Preview: In order to see facing pages, you must use the classic Print Preview dialog. If not, it will not print correctly. There is a limit to the number of pages that can satisfactorily be printed as a single booklet; this limit is roughly  A duplexed booklet of pages uses 25 sheets of paper; when it is folded and trimmed, the margins on the outside pages will be noticeably smaller than those on the inside pages. If you print the document this way, you will need to use another binding method rather than center stapling.

## Chapter 5 : How to Print Two Pages on One Sheet in Word | calendrierdelascience.com

*Next to the text "Pages per Sheet" you can choose the number of pages to print on the same side of a single sheet. In this example, we will print two pages per side, for a total of four pages on one sheet of paper when combined with the duplex option.*

## Chapter 6 : How to Print Two Pages on One Sheet in Word - Solve Your Tech

*Instead of printing one PDF page per sheet, you can print multiple PDF sheets on one page. This method of printing is called N-up, where "N" stands for any number of PDF pages (2, 4, 6 ) you want to print on a single page.*

## Chapter 7 : 2 Pages per Sheet

*In case you are struggling to find a way to print two pages per sheet on your Mac, you can make use of a workaround that gets the job done and allows you to print two or more pages per sheet on your Mac.*

## Chapter 8 : How to print multiple pages to one page in windows 10 - Microsoft Community

*I believe the multiple pages per sheet feature is meant to print a multi-page document on a single sheet. You could try copying your single page onto successive pages (e.g., four pages, each with the same text) and then following the steps above.*

## Chapter 9 : Pages Per Sheet Printing

*Select 2 Pages Per Sheet from the Pages Per Sheet drop-down box to print two pages on one sheet of paper. Word automatically scales the pages so they fit on the paper; it takes into consideration the paper size you selected from the Paper Size box.*