

How to print multiple pages on one sheet of paper in Word 2010, 2013

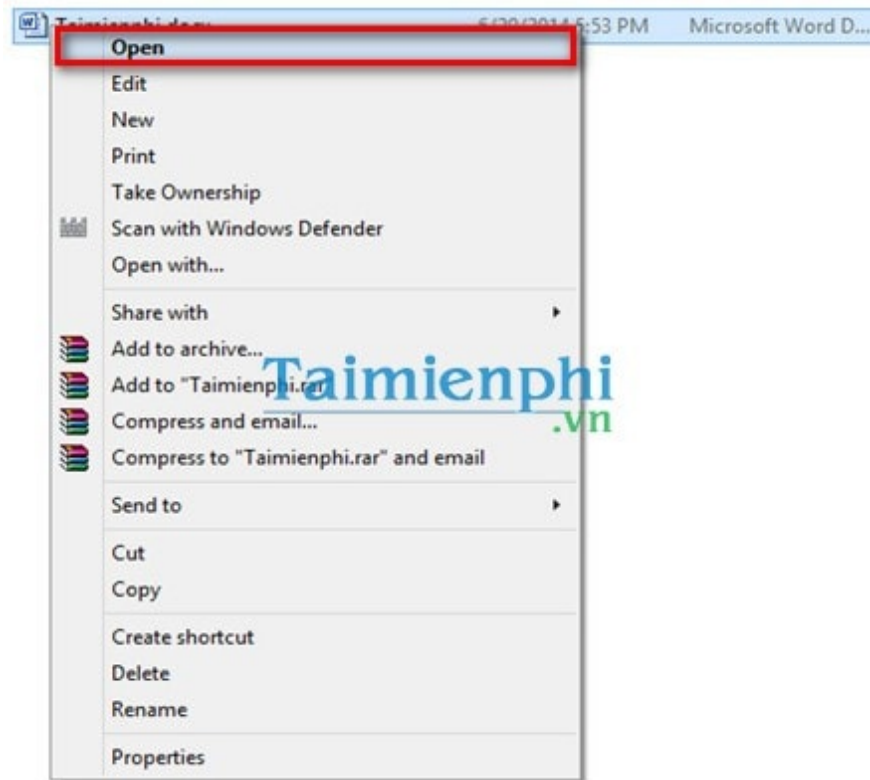
You can print from 2 to 16 pages on a sheet of A4 paper, this technique is used when printing small documents, helping to reduce printing costs. How to do it will be shared by Free Download right after this.

When using the multi-page printing feature, you can choose how many pages you want to print on each sheet of paper. For example, print 2, 4, or 6 pages on a single A4 sheet. This is a great way to reduce document weight and save on printing costs.

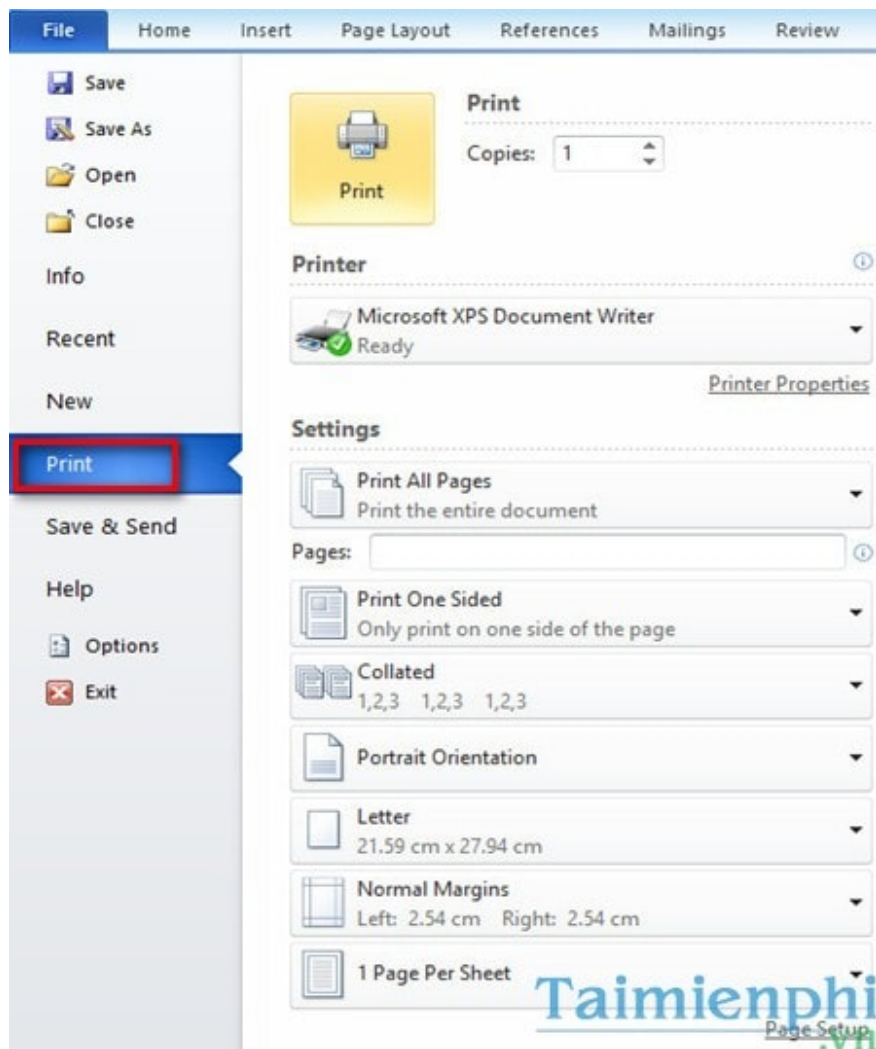
Print Multiple Pages

1. How to print multiple pages in 1 sheet on Word 2010

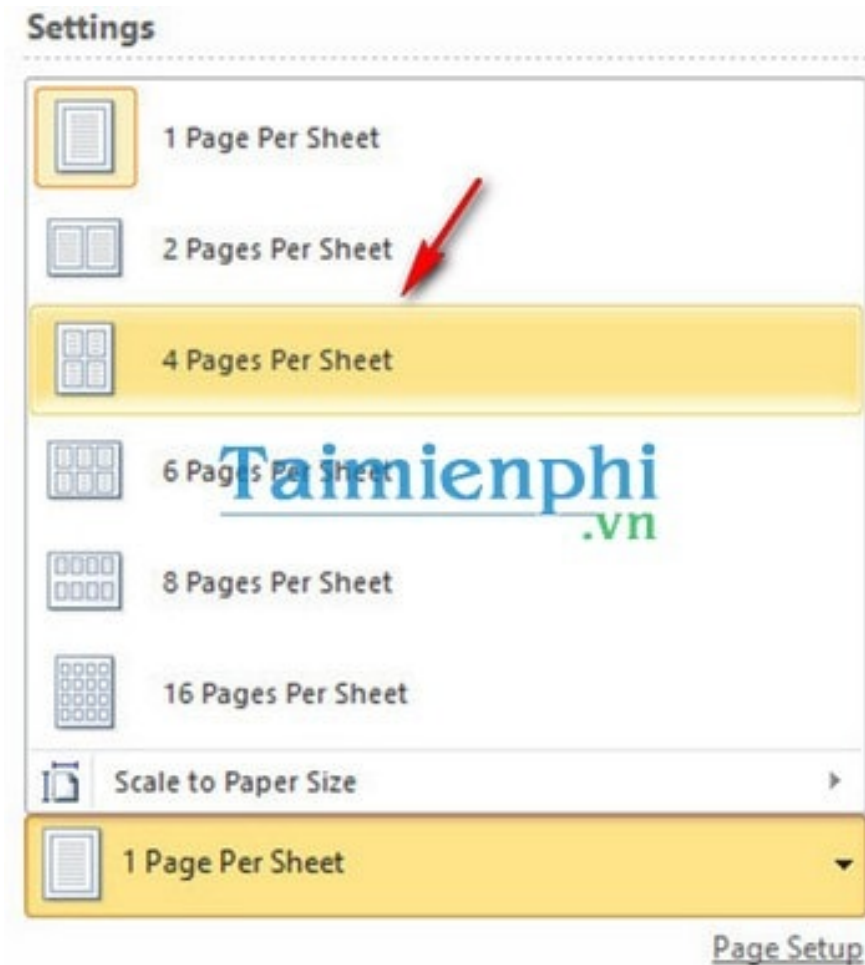
Step 1 : Open the Word file you want to print.



Step 2 : After opening, align properly, press **Ctrl + P**, At **Printer** option you select the printer. Here TipsMake selects the virtual printer to check the results. (**Microsoft XPS Document Writer**)



Step 3 : In the **Setting** option in the **1 page per Sheet** field, click and select the number of pages to print on 1 sheet of paper. Here we will choose to print 4 pages on 1 sheet of paper. Then click **Print**



Now you go to the printer and observe, 4 pages will be printed on 1 sheet of paper.



Note: With the 2-sided printing method in Word, you can apply it on many different versions of Word.

2. How to print multiple pages on one sheet in Word 2013

Word 2013 supports printing multiple pages on one sheet, saving paper and ink. In the previous article, we shared detailed instructions, you can see .

3. How to print A5 size on A4 paper

To print A5 size on A4 paper in Word, you need to do the following steps:

Step 1: Open the document in Word, go to **Layout** , select **Size** and choose **A5 (148 x 210 mm)** .

Step 2: Set up print mode

Go to **File** , select **Print** , in **Printer Properties** , select **to print 2 pages per A4 sheet (2 Pages per Sheet)** .

Step 3: Adjust the margins appropriately.

The result is one A4 sheet containing two A5 pages, which saves paper and makes it easy to print for purposes like invitations or notebooks.

Whether you choose to print 2 pages, 4 pages, or even more, it can be done. Try applying the instructions of Free Download to optimize the printing process.

You finished reading the article "**How to print multiple pages on one sheet of paper in Word 2010, 2013**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.