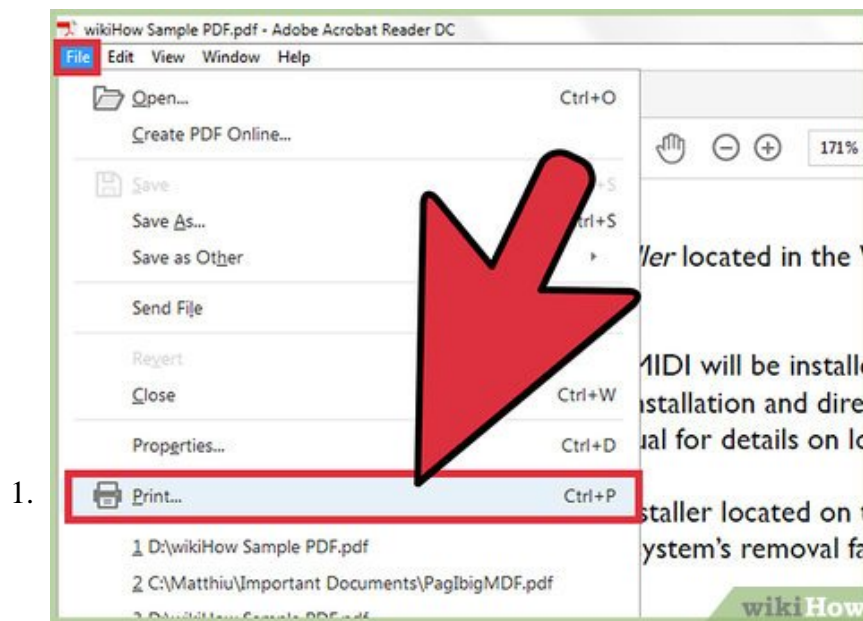


How to Print Multiple Pages Per Sheet in Adobe Reader

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. For example, 6...

Method 1 of 3:

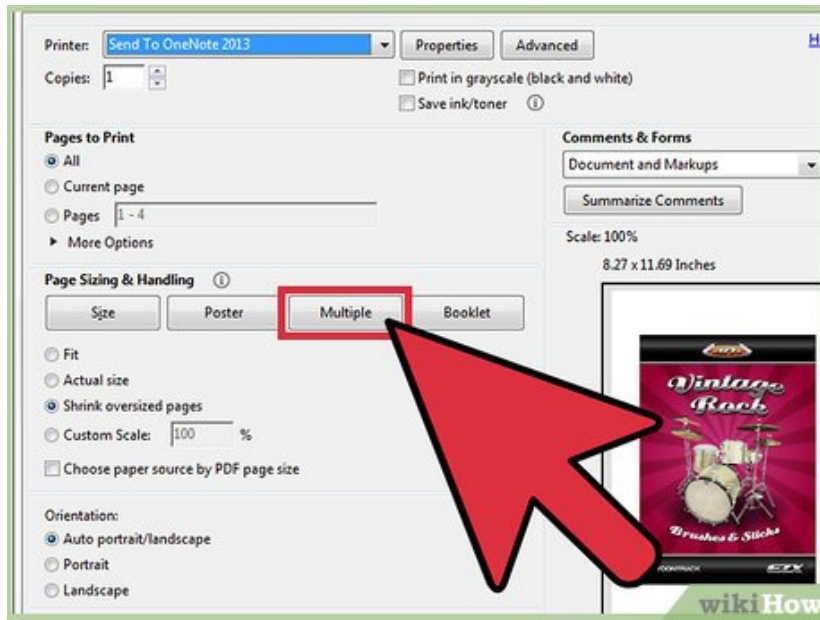
Printing Multiple PDF Pages Per Sheet



Select 'Print.' Click on File. From the drop-down menu, select 'Print.' A pop-up window, or dialog box, will appear.

1. Mac users may use the shortcut **Command P**.
2. Windows users may use the shortcut **Ctrl P**.^[2]

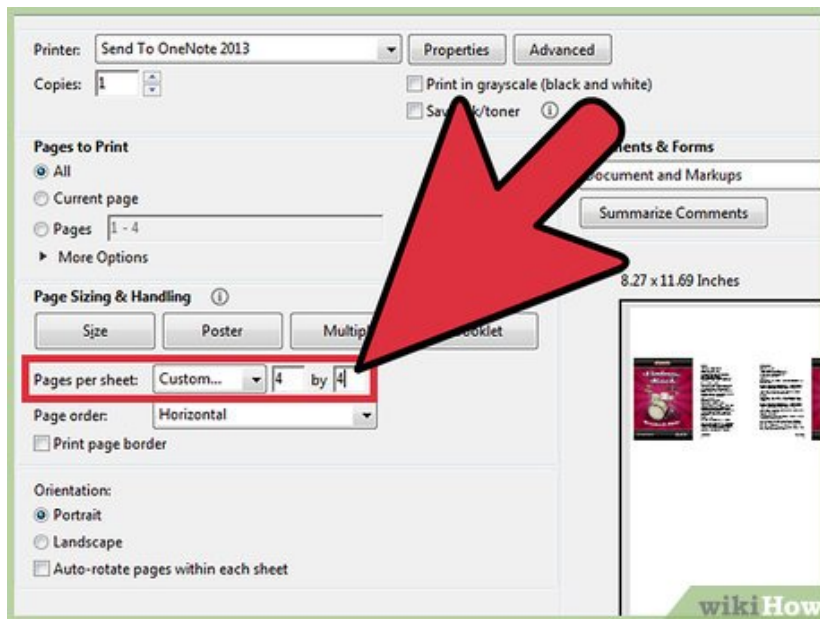
2.



Alter the 'Page Scaling' setting. Locate the 'Page Scaling' section. Expand the drop-menu. Select 'Multiple Pages Per Sheet' from the 'Page Scaling' menu.

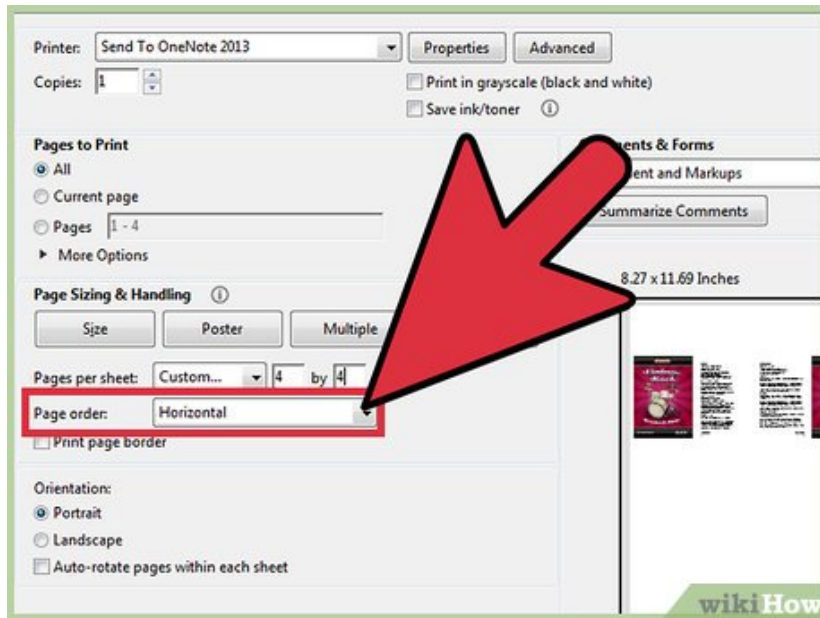
1. In the newest version of Adobe Reader, this section is called 'Page Sizing and Handling'.^[3]

3.



Select the number of PDF pages per sheet. After you select 'Multiple pages per sheet,' a new section will appear in the dialog box: 'Pages per sheet.' Use the drop down menu next to this section to select the number of PDF pages you would like to place on a single sheet of paper.

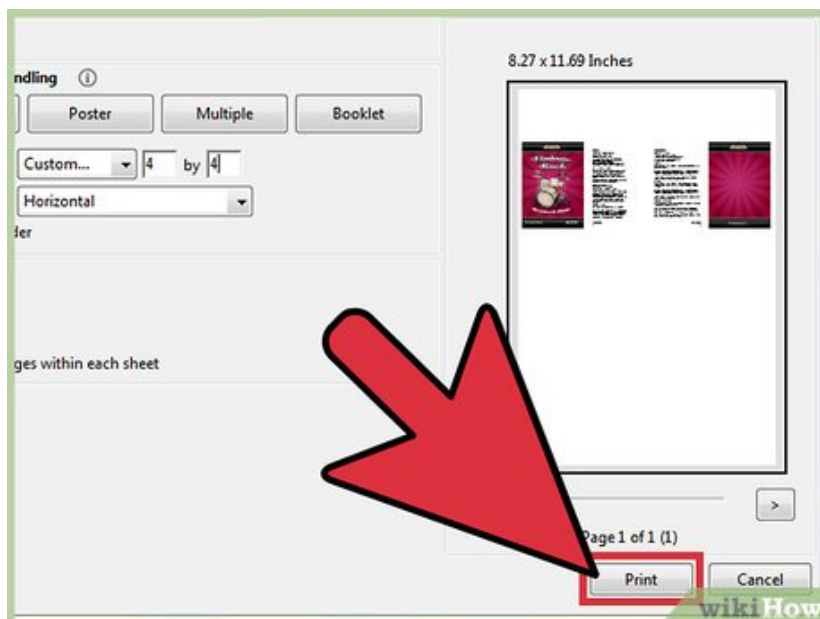
1. In the newest version, you can set a custom number.^[4]



4.

Specify the page order. Locate the 'Page Order' section and expand the drop-down menu. You will have 4 options to choose from: Horizontal, Horizontal Reversed, Vertical, or Vertical Reversed.

1. In Horizontal, the pages will appear from left to right in rows.
2. In Horizontal Reversed, the pages will appear from right to left in rows.
3. In Vertical, the pages will start in the upper left corner. They will appear from top to bottom, left to right.
4. In Vertical Reversed, the pages will start in the upper right corner. They will appear from top to bottom, right to left.^[5]



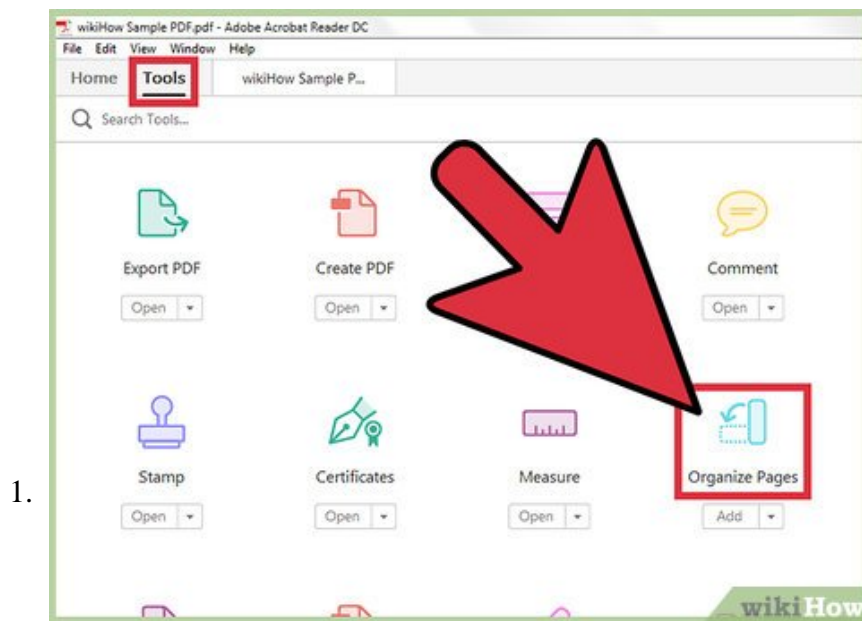
5.

Print the document. To print the document, click 'Ok.' Collect your document from the printer.

1. To save paper, print the document double-sided.^[6]

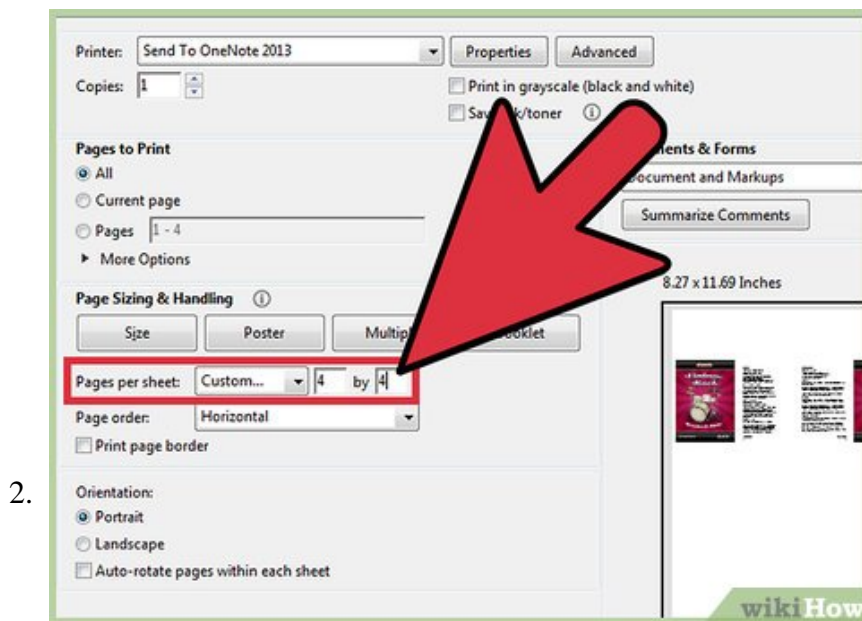
Method 2 of 3:

Printing Multiple of the Same PDF Page Per Sheet



Duplicate the PDF page. The 'Organize Pages' feature, which allows you to duplicate and rearrange your PDF pages, is not available in the free version of Adobe Reader. Duplicate the pages prior to converting your document into a PDF file. To duplicate the pages using this feature:

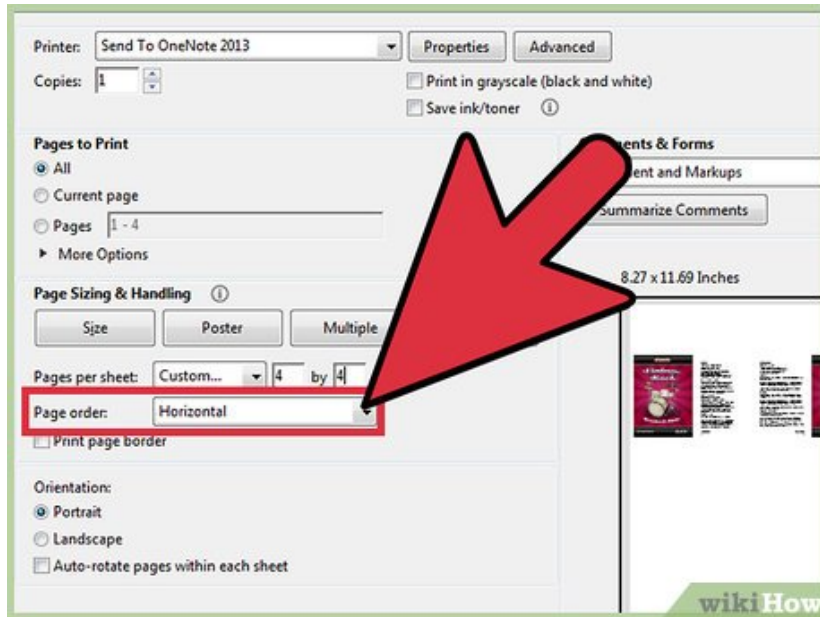
1. Click on the 'Tools' tab and select 'Organize Pages.'
2. Select the page or pages you wish to copy.
3. Hold down Ctrl or Command as you drag the thumbnail to a second location.^[7]



Select 'Print.' In order to print multiple PDF pages on one sheet, you need to change the print settings.

1. Click on File and select 'Print.'

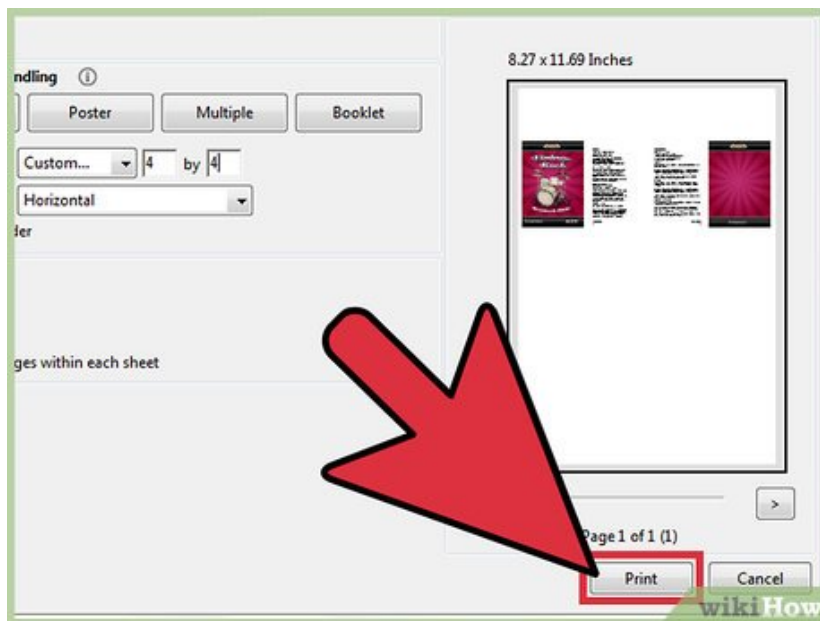
2. Find the 'Page Scaling' or 'Page Sizing and Handling' section and select 'Multiple Pages Per Sheet.'
3. Use the drop down menu in the 'Pages per sheet' section to select the number of PDF pages you would like to print on one sheet.^[8]



3.

Set the page order. Locate the 'Page Order' section. You will have 4 options to choose from.

1. If you select Horizontal, the pages will appear from left to right in rows.
2. If you choose Horizontal Reversed, the pages will appear from right to left in rows.
3. If you pick, Vertical, the pages will start in the upper left corner. They will appear from top to bottom, left to right.
4. If you click on Vertical Reversed, the pages will start in the upper right corner. They will appear from top to bottom, right to left.^[9]



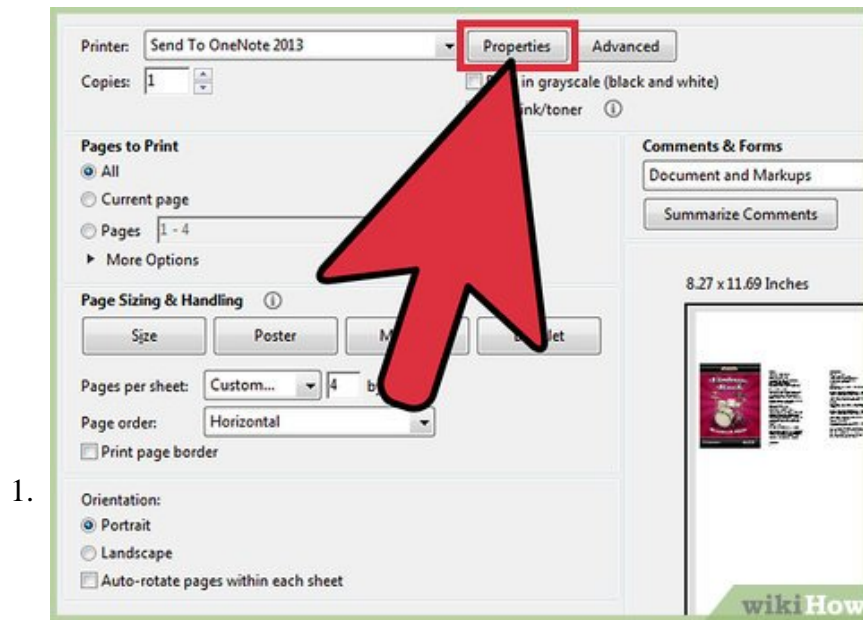
4.

Print the document. After you have altered the settings, click 'Ok' to print the PDF. Collect your document from the printer.

1. To save paper, print the document double-sided.^[10]

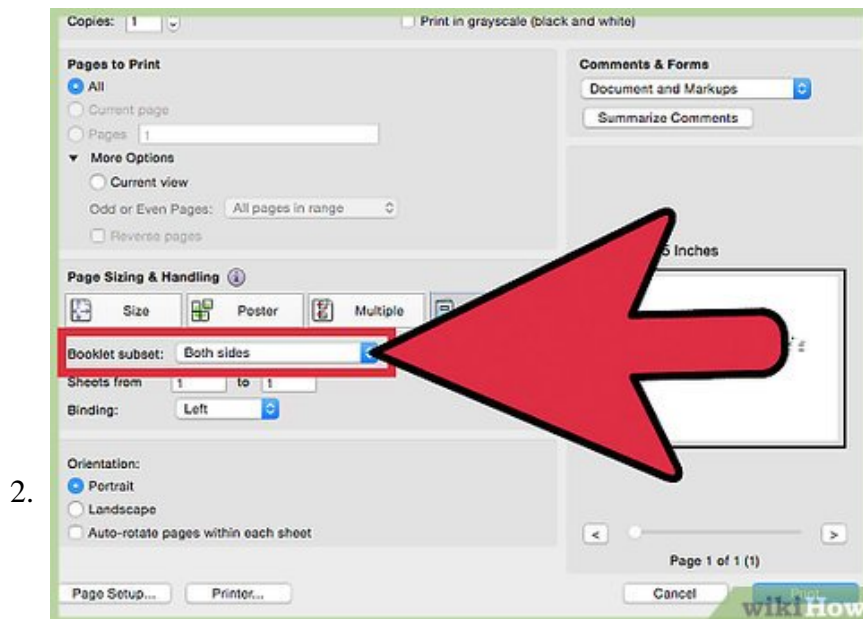
Method 3 of 3:

Printing Double-Sided Sheets



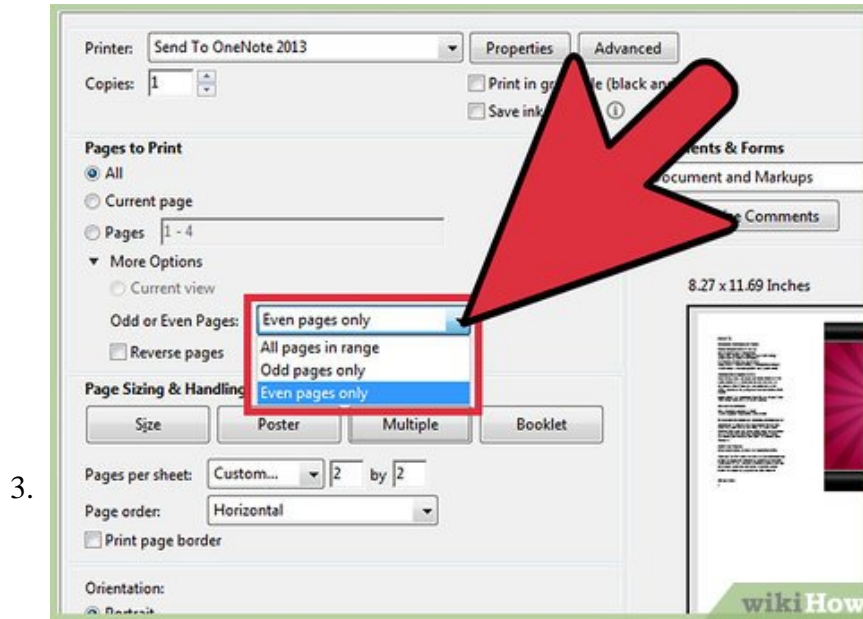
Print double-sided in Windows. Double-sided printing allows you to print pages on the front and the back of the paper.

1. Click on 'File' and select 'Print' from the drop-down menu.
2. Click on the 'Properties' button.
3. Select 'Layout' and choose 'Print on both sides.'
4. Click 'Ok' to print the document.^[11]



Print double-sided in Mac. Double-sided printing saves paper by utilizing the front and the back of the sheet.

1. Click on 'File' and choose 'Print'.
2. Expand the Print dialog box by clicking on the blue square next to the 'Printer' field.
3. Expand the drop-down menu below the 'Pages' field and select 'Layout'.
4. Locate the 'Two-Sided' field and choose 'Long-Edge binding' from the drop-down menu.
5. Click 'Ok' to print the document.^[12]



Print double-sided on a single-sided printer. If your printer is not equipped with double-sided printing, you can manually print material on each side of the paper.

1. Click on 'File' and select 'Print' from the drop-down menu.
2. Locate the 'Subset' section and choose 'Even Pages Only.'
3. Check the box next to 'Reverse Pages.'
4. Click 'Ok' to print the document.
5. Remove the papers from the printer. If the document is an odd number of pages, add a blank sheet.
6. Place the stack of paper in the paper tray. The even pages should be face down and the top of the page should be pointing towards the printer.
7. Choose File > Print > Subset > Odd Pages Only > Reverse Pages > Ok.^[13]

You finished reading the article "**How to Print Multiple Pages Per Sheet in Adobe Reader**" 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.