

Some tips for printing text in MS Word

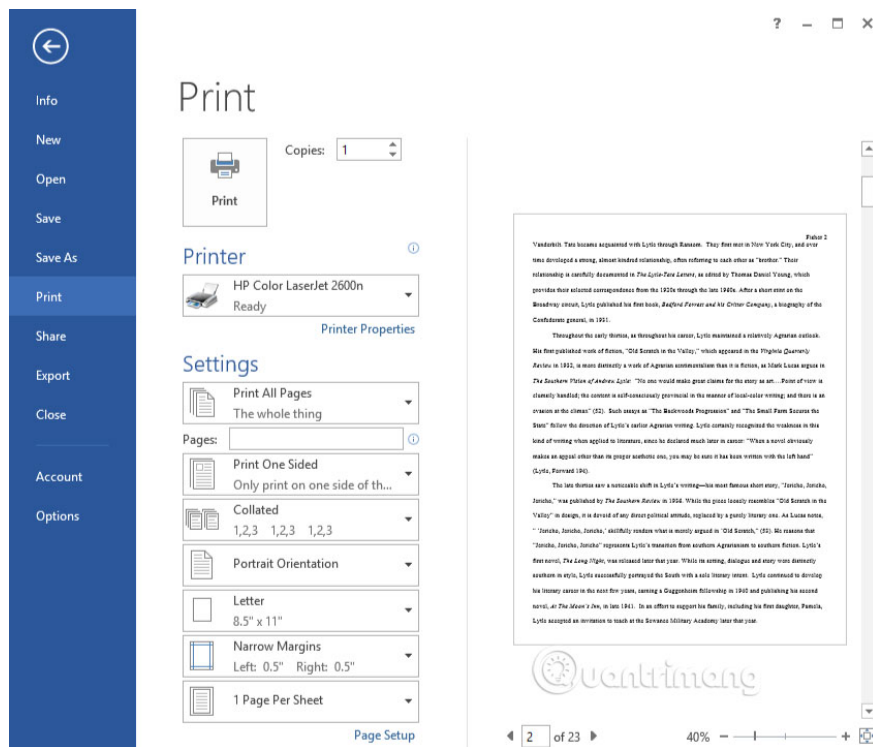
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Although Microsoft Word offers more advanced printing options than some other programs in the Office suite, many users still have trouble printing documents the way they want. Many people wonder how to print 4 pages of text on the same paper, print on both sides, print margins with the appropriate size so that when not closed, it will not lose letters. Therefore, this article will tell you some tips when printing in MS Word.

Some tips for printing text in MS Word

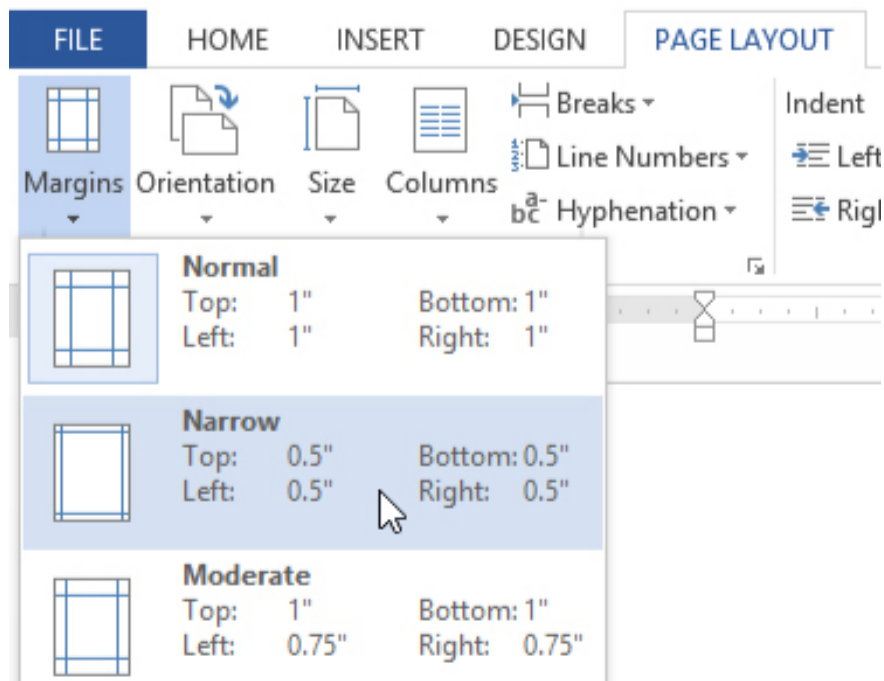
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 3. Print multiple pages of text on the same paper
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1. Use Print Preview



Before printing anything, you should preview the print by going to **File> Print** to see a preview of the document. From here you can adjust the page layout and print settings such as **page orientation**, **paper size** and **margin width** . Any changes you make will be updated in the preview box.

2. Use a smaller page margin



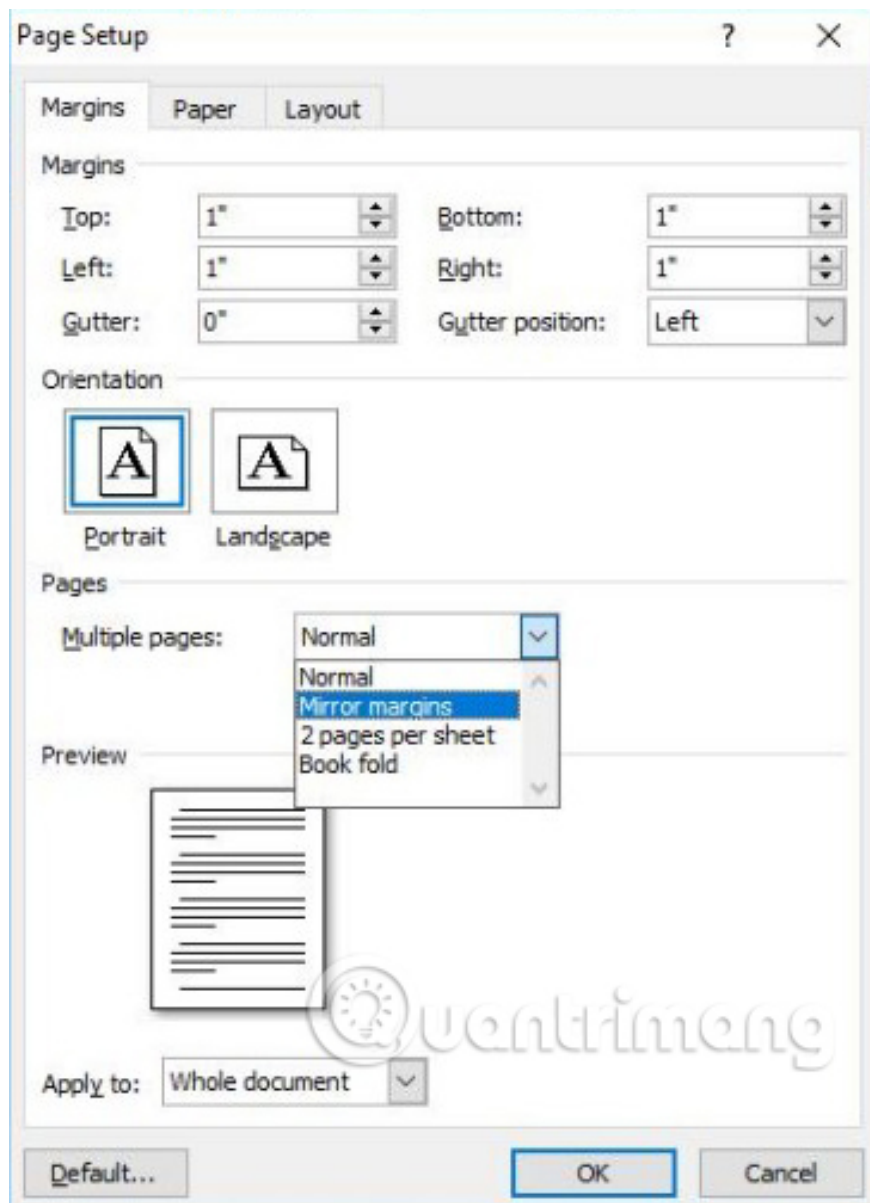
Sometimes you just want to print the document for the purpose of viewing the content and saving the printing paper, the easiest way is to use smaller margins by visiting the **Page Layout** tab, clicking on **Margin** , then selecting **Narrow** (you also You can choose **Custom Margin** to adjust the smaller margins). However, you should note that when using small margins may cause some letters to be lost, cut off when printed.

3. Set the margins for even pages, odd pages

In case your document has a lot of text pages and you want to print 2 pages of text on 2 sides of paper. When closing the document into a book, the margin of the whole book will not be big and small. For example, the text page margins are:

- Top: 1.5 cm
- Bottom: 1.5 cm
- Left: 2.5 cm
- Right: 1.5 cm

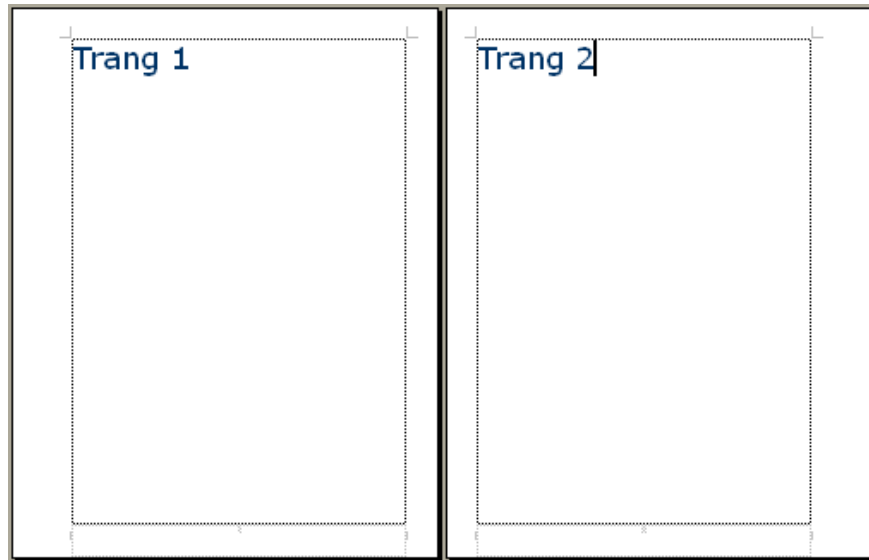
Step 1 . Visit the Page Setup, select the **Margins** tab .



Step 2 . In the **Multiple pages** section : select **Mirror margins** to set the margins for even pages, odd pages.

Step 3. As a result, your text page will have the following margins:

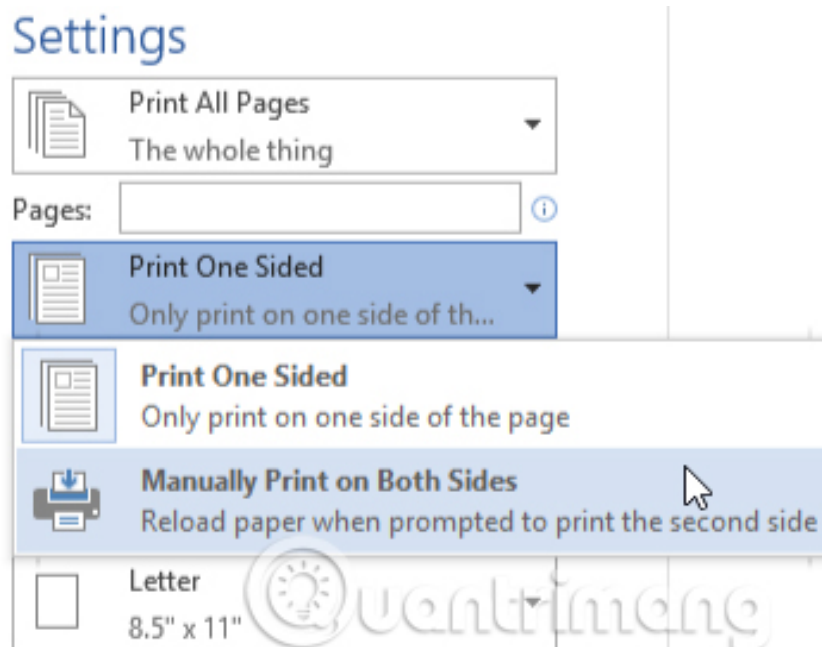
1. Page 1 has margins: Top: 1.5 cm, bottom: 1.5 cm, left: 2.5 cm, right: 1.5 cm
2. Page 2 has margins: Top: 1.5 cm, bottom: 1.5 cm, left: 1.5 cm, right: 2.5 cm



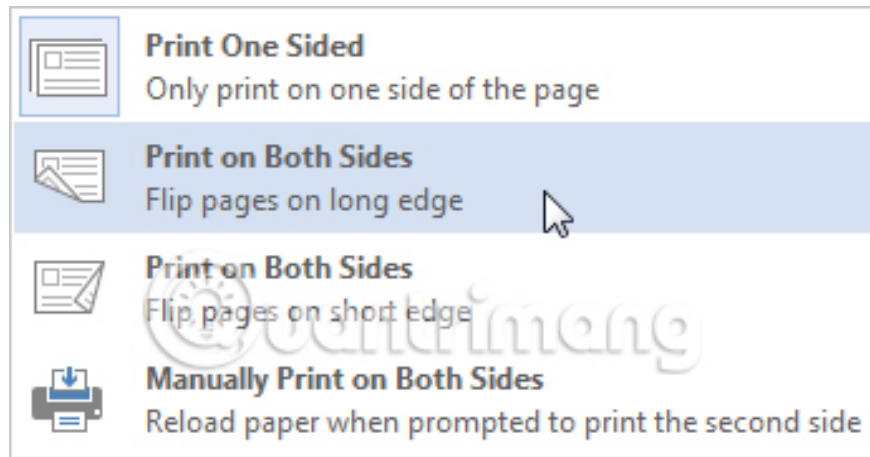
4. Two-sided printing

Double-sided printing is a great way to save paper. The duplex printing options may vary, depending on your printer.

Go to **File > Print** and select the menu directly below the **Pages:** field (if you've never changed this option before, it will write **Print One Sided**). Select **Manually Print on Both Side** , then print your document. One side of the page will be printed and then you will need to reload the page to the printer to print on the other side.



For some printers, you will also have the **Print on Both Sides option** . If you use this option, your printer will automatically reload and print automatically on the second side.



If you are using Word 2007, select the **Manual Duplex** option in the print dialog box for two-sided printing.

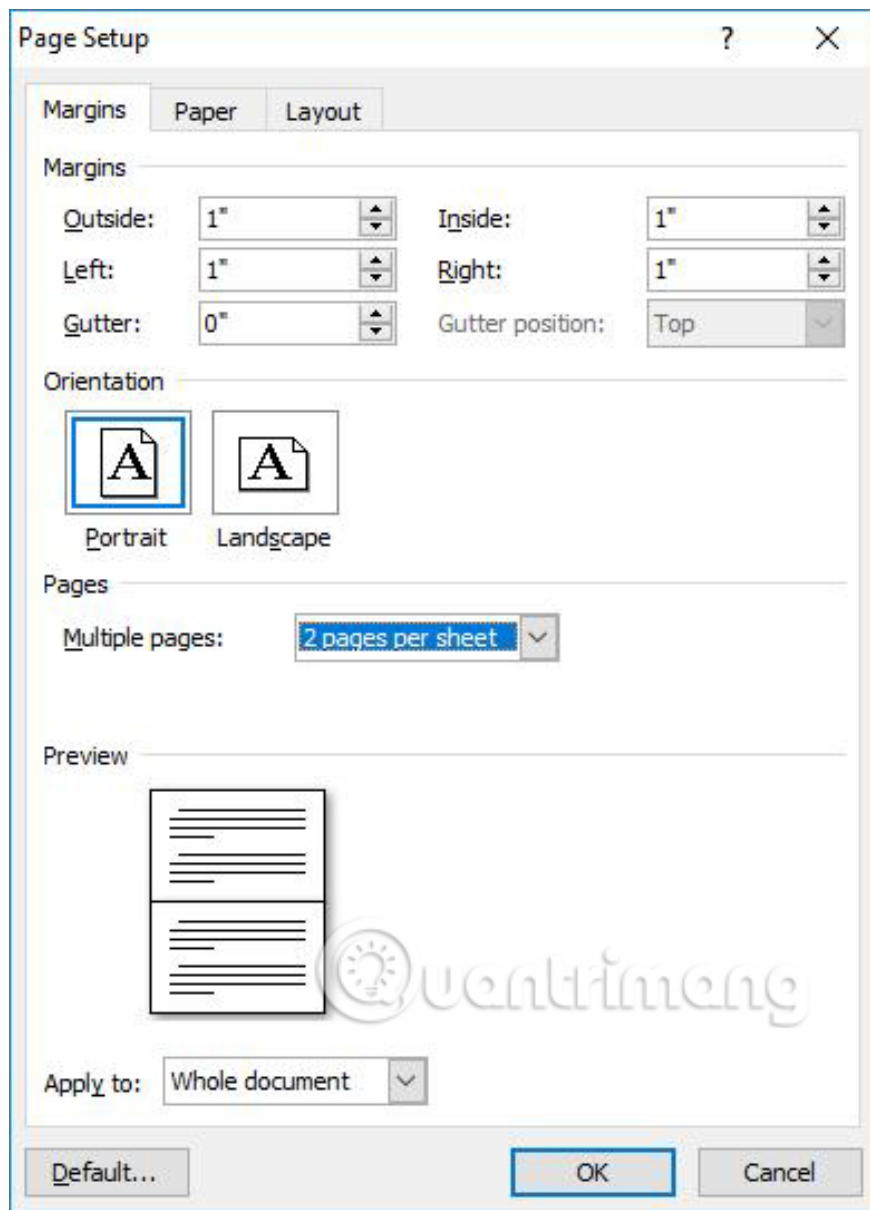
5. Print multiple pages of text on the same paper

Print two pages of text on the same side of paper (horizontally)

Step 1 . Go to the **Page Setup** dialog box .

Step 2 . On the Page Setup dialog box, select the **Margins** tab .

Step 3 . In **Multiple pages**: select **2 papers per sheet** - Print 2 pages on the same sheet.



Then you print normally. The print result will combine 2 pages on the word screen into 1 vertical paper face:

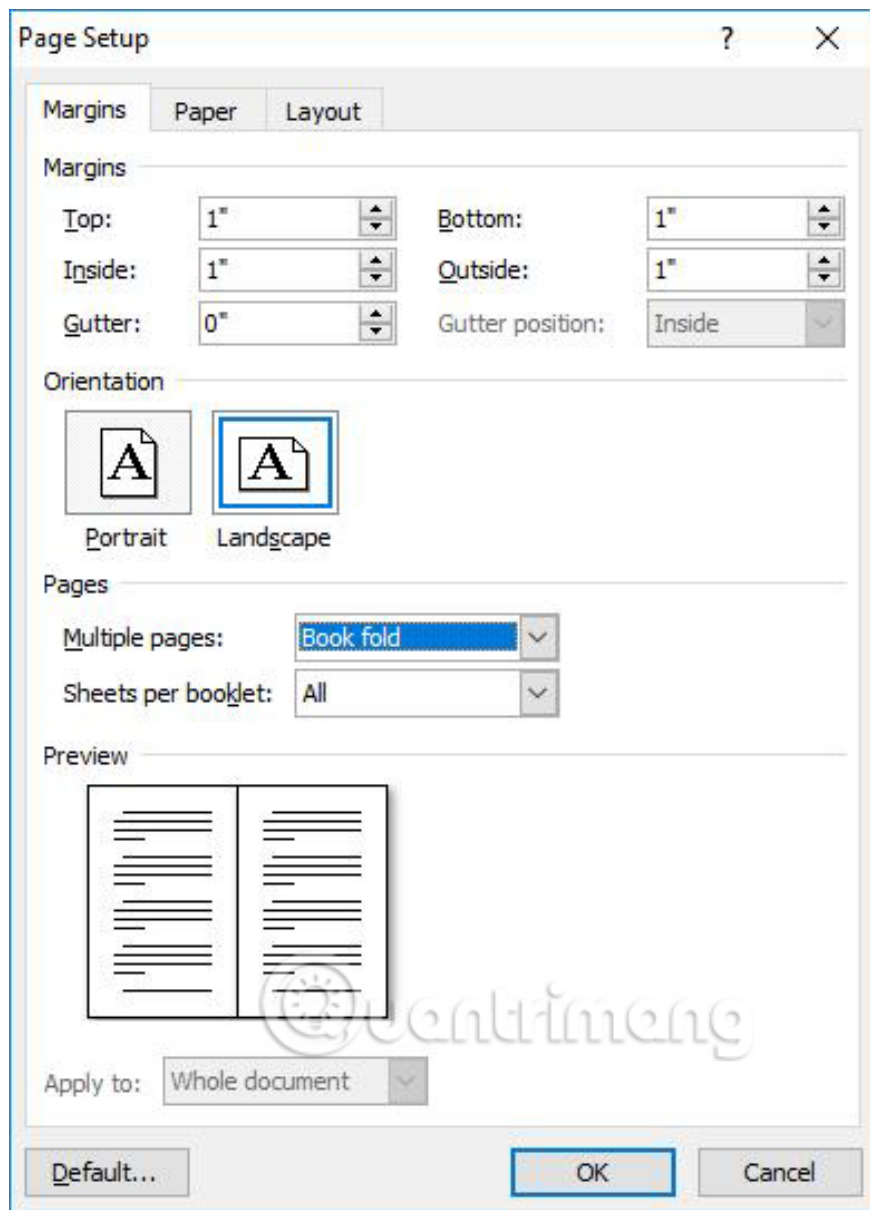
In trang 1

In trang 2

Print 2 pages of text on the same side of paper (vertically)

Step 1. Go to the Page Setup page, select the Margins tab.

Step 2 . In the **Multiple pages** section : select the **Book fold** .



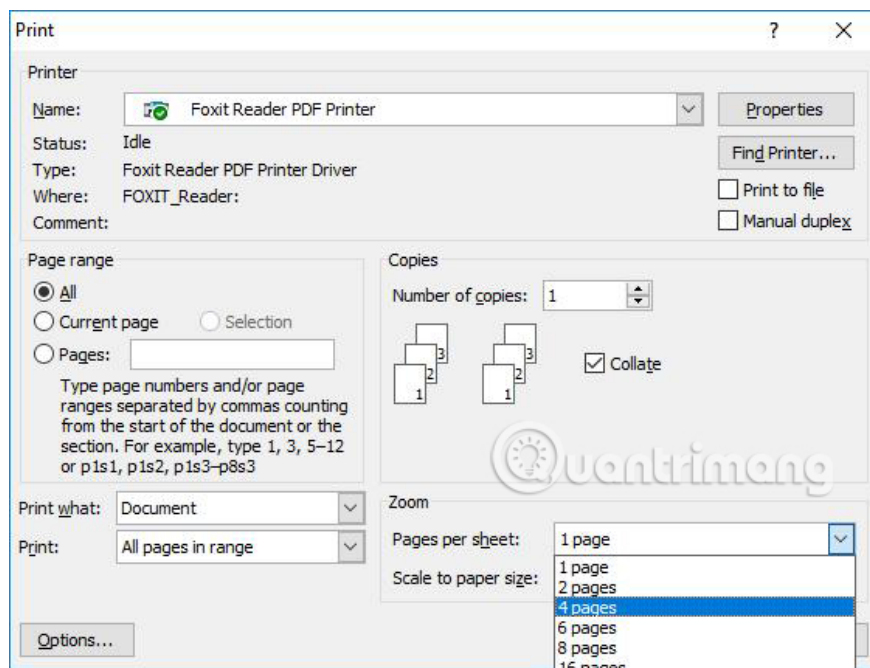
The print result will combine 2 pages on the word screen on 1 side of the horizontal paper (You can close it into a book because there is a gap between the two pages in the middle of the book)



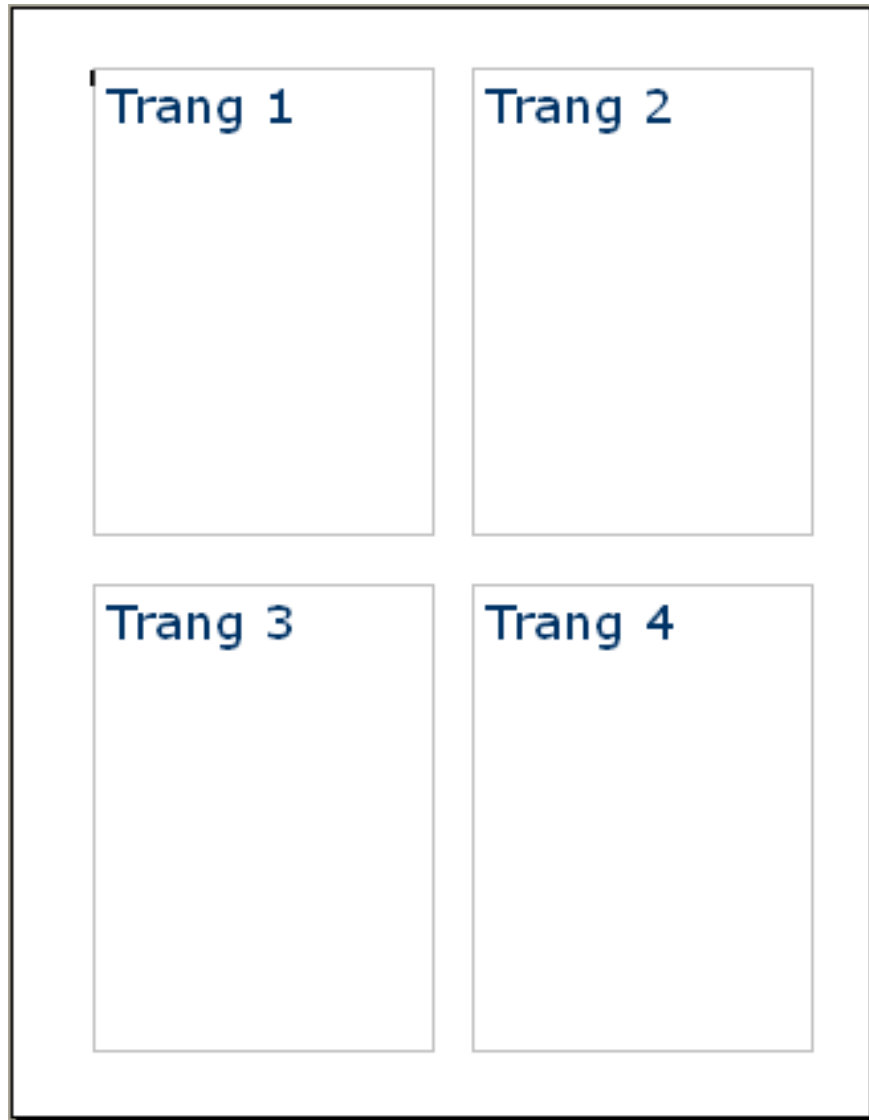
Print multiple pages of text on the same paper

Step 1 . On the document you want to print, select **File> Print** (for Word 2007, select the **Office** icon> select **Print**) or you can use **Ctrl + P**.

Step 2 . The Print dialog box appears.



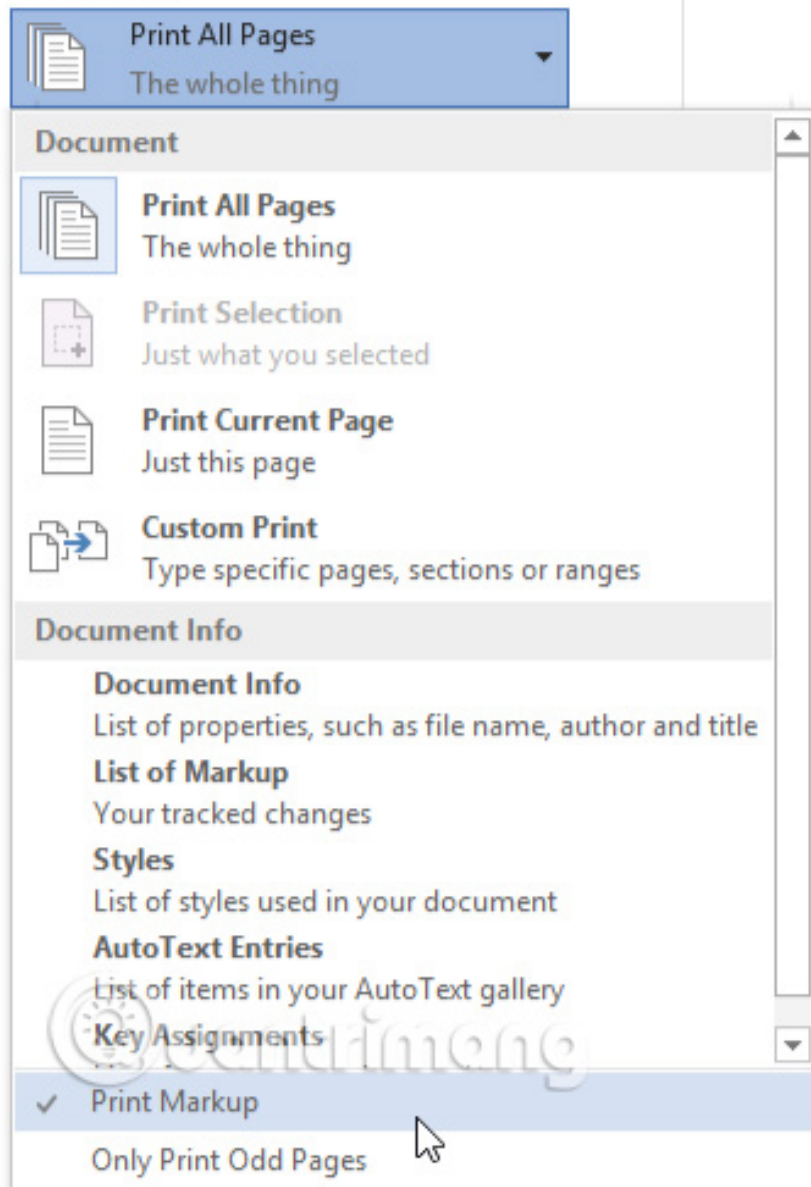
Step 3. In this dialog box, you need to select in **Pages per sheet** - Print n pages on the same paper (n = 1, 2, 4, 6, 8, 16 pages). The illustration is: Print 4 pages on the same paper. As a result, you will print many pages on the same sheet of paper as follows:



This way you can print up to 16 pages of text on the same paper and of course the text size will be smaller.

6. Show or hide comments

Settings



If you use Word's comments and comments feature, such as **Changes** or **Comments Track**, you can print or hide these comments. To do this, you need to access **File > Print**, click the first menu under **Settings (Print All Pages)** and select **Print Markup** to deselect this option.

7. Print a test copy



If you are printing multiple copies of the same document, you should print a previous copy to see if the document is printed as you want. If you cannot edit the document before printing the final version.

I wish you all success!

See more:

1. Instructions on how to print documents in Word 2010, 2003, 2007, 2013
2. Make the most of the power of Microsoft Word with these 10 hidden features
3. Useful Word tips you should not miss

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