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## Print multiple pages of a Word document on one sheet

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### Takeaway:

Find out how you can use Microsoft Word's Zoom feature to print as many as 16 pages on one sheet of paper. This handy tip will help you conserve paper and possibly even save on postage costs.

Help users increase productivity by [automatically signing up](#) for TechRepublic's free Microsoft Office Suite newsletter, featuring Word, Excel, and Access tips, delivered each Wednesday.

If you regularly print large documents or send printed copies of them through the mail, you can save on both paper and postage by using Microsoft Word's Zoom feature. With Zoom, you can print as many as 16 pages on a single sheet of paper.

Printing multiple pages on one sheet also makes it easier to check your document's page layout, such as odd and even page headers and footers in a 200-page document.

To print four pages to a sheet, follow these steps:

1. Go to File | Print.
2. In the Zoom section, select 4 Pages from the Pages Per Sheet drop-down list.
3. Make any other print selections, and click OK.

Zoom automatically reduces the scale to fit four pages on each sheet. Zoom reduces the size of your printout without changing the document's format or page layout settings.

## White Papers

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## Additional Resources

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<http://www.techtoolshed.com>

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