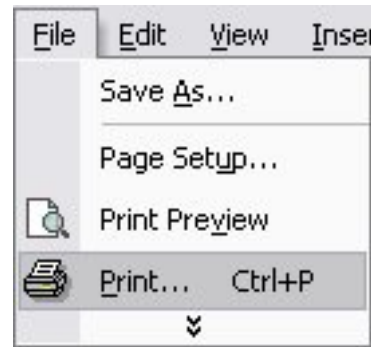


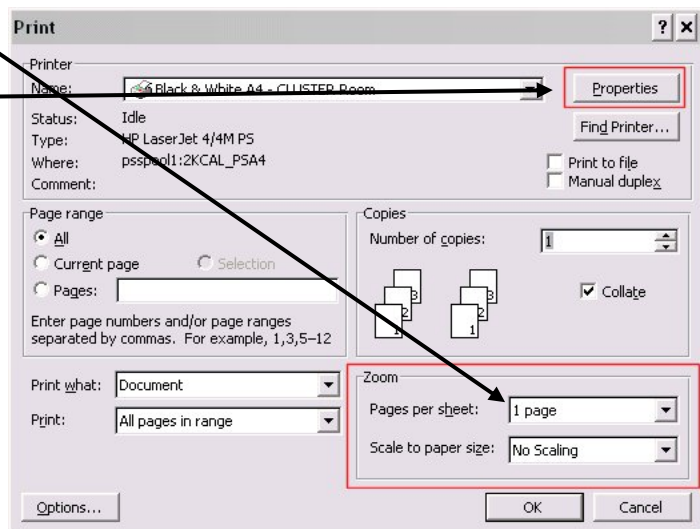
Print Numerous Pages to 1 Sheet in Word

Open the File in Word, then click on File, then Print.



DO NOT change this setting as this causes Word to print blank pages

Click on Properties

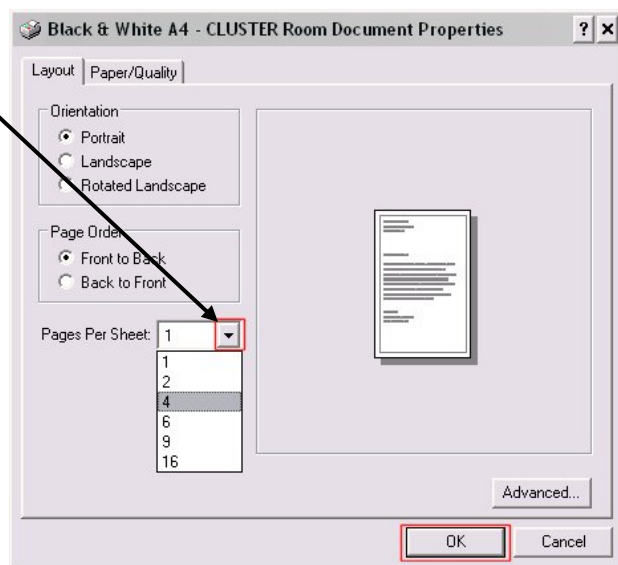


Next to "Pages Per Sheet" click on the drop down box here

The user can now choose how many pages per sheet.

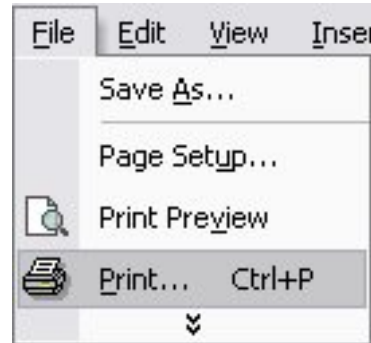
When the user has chosen click on "OK"

Now print the document.

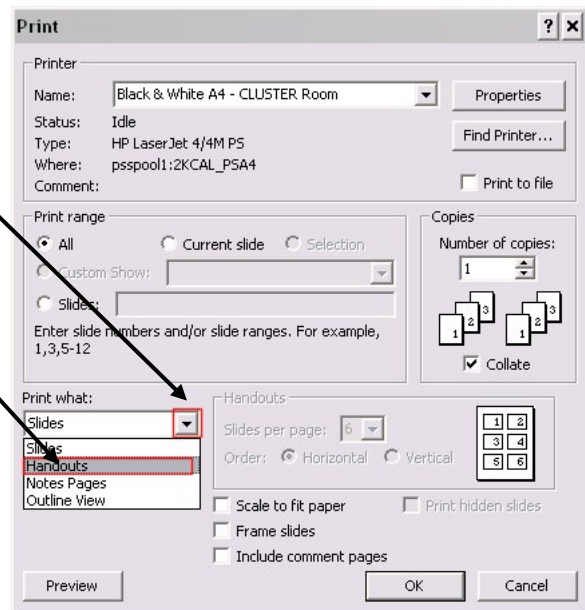


Print Numerous Slides to 1 Page in PowerPoint

Open the File in PowerPoint, then click on File, then Print



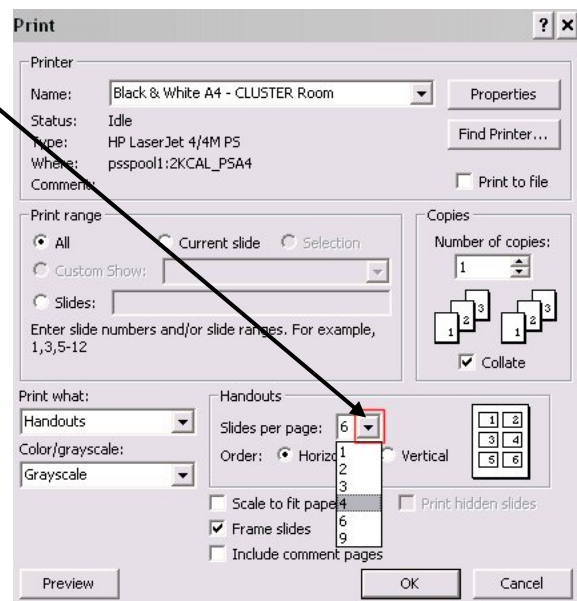
Click on the drop-down box here
And select "Handouts"



You will down be able to click on the drop
down box here

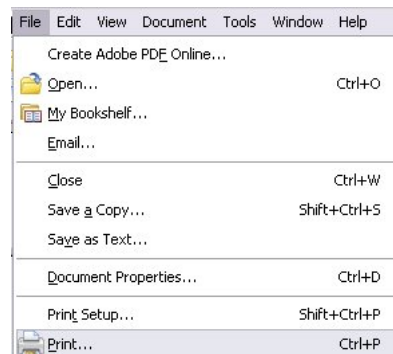
The user can now choose how many slides per
page.

Now print the document by pressing "OK".

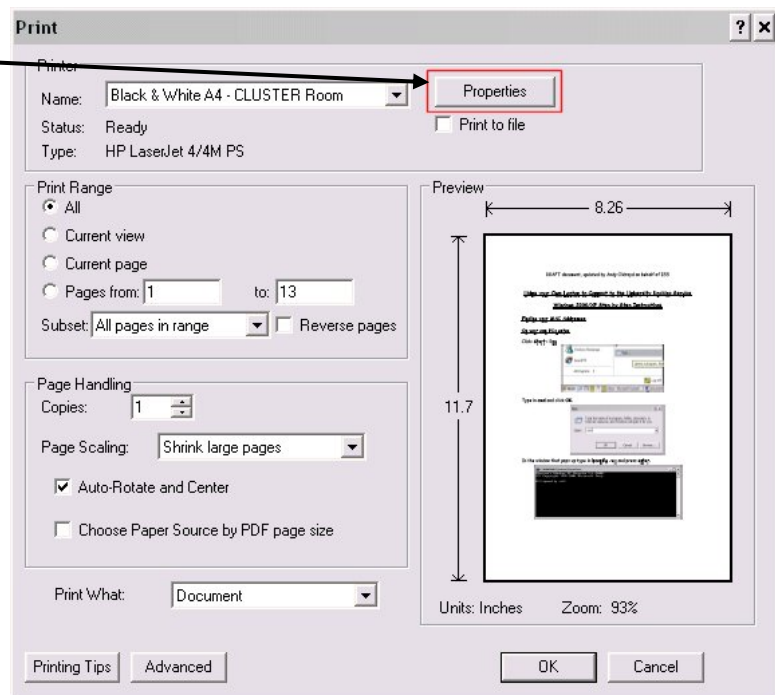


Print Numerous Pages to 1 Sheet in Acrobat Reader (PDF's)

Open the File from the H Drive in Acrobat Reader, then click on File, then Print.



Click on Properties.



Next to "Pages Per Sheet" click on the drop-down box here

The user can now choose how many pages per sheet.

When the user has chosen, click on "OK".

Now print the document.

