



Figure 149: LibreOffice Writer tab of Print dialog

Printing a brochure

In Writer, you can print a document with two pages on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

Tip

Plan your document so it will look good when printed half size; choose appropriate margins, font sizes, and so on. You may need to experiment.

To print a brochure on a single-sided printer:

- 1) In the *Page Layout* section of the *General* tab of the Print dialog, click **more** and select **Brochure** near the bottom. The preview on the left changes to show the sequence in which the pages will be printed. (Figure 150.)
- 2) Depending on your language settings (**Tools > Options > Language Settings > Languages**), the Print dialog may include a drop-down menu adjacent to the **Brochure** button (not shown in Figure 150). This provides *Left-to-right script* and *Right-to-left script* options. Select the required setting in this menu.
- 3) In the *Range and Copies* section, select **Even pages**. Click **OK** to print.
- 4) Take the printed pages out of the printer and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment to find the correct arrangement for your printer.
- 5) On the Print dialog, in the *Range and Copies* section, select **Odd pages**. Click **OK**.

Tip

If your printer can print double-sided (duplex) automatically, choose **All pages** in step 3 and skip steps 4 and 5.