

Selecting general printing options

On the *General* tab of the Print dialog, you can choose:

- The printer, from the list of available printers.
- Which pages to print, the number of copies to print, and whether to collate multiple copies (*Range and copies* section).
- Paper size and print orientation (*Page Layout* section).
- How many pages to print on one sheet of paper and whether to draw a border around each page (*Page Layout* section).
- Whether to print a brochure (see page 143).
- Whether to print in reverse page order (useful on some printers to make the pages come out in page order).

Selecting printer and print job options

In the *Printer* section of the *General* tab, click the **Properties** button to display the selected printer's properties dialog where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

Click the **More Options** button at the bottom of the Print dialog to choose whether to create separate print jobs for collated output, instead of one print job containing all the collated pages (not relevant if only one copy of a document is printed).

Printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this, in the *Page Layout* section of the *General* tab, click **more** and select from the *Pages per sheet* drop-down list the number of pages to print per sheet of paper. The preview panel on the left of the Print dialog shows how the printed document will look.

When printing more than two pages per sheet, you can choose the order in which they are printed across and down the paper. Figure 147 shows the difference.

Tip

To print two pages per sheet in “facing pages” (book layout) style, print from Print Preview instead. See page 146.

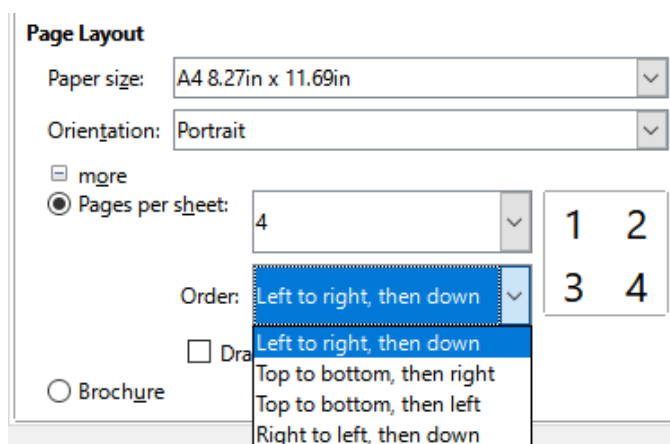


Figure 147: Print order choices