## To print multiple pages on a single sheet of paper

1. Open the pdf file 'responses.pdf ' .
2. Select Print from the File menu. The following screen will appear.

3. Click arrow on Copies \& Pages box and select Layout. The following screen will appear.

4. Click arrow on Pages per Sheet box and select 2, 3, 4, etc. (You can select a border from the Border box to make cutting the sheet apart easer.)


## 5. Click Print.

