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.

Printer: Stylus COLOR 740
Presets: Standard
Copies & Pages
Copies: 🚺 🗹 Collated
Pages: • All From: 1 to: 1
? PDF ▼ Preview Supplies Cancel Print

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

Printer:	Stylus COLOR 740	•
Presets:	Standard	\$
	Layout	•
	Pages per Sheet: 1	•
1	Layout Direction:	\$ 4 1
	Border: None	•
	Two-Sided: Off Long Short	-edged binding -edged binding
? PDF V Prev	view Supplies	Cancel Print

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.)

		Printe	r: Stylus COLOR 740
	Presets: Standard		
			Layout
_			Pages per Sheet: 4
	1	2	Layout Direction:
			Border: None
	3	4	Two-Sided: Off
			 Long-edged binding Short-edged binding
?	PDF •		Preview Supplies Cancel Print

5. Click **Print**.