**Print Multiple Pages per Sheet**

Word includes a nifty feature that allows you to print multiple pages on a single sheet of paper. For instance, you can take two pages of your document and print them on a single side of a piece of paper. Word allows you to print 1, 2, 4, 6, 8, or 16 actual pages per printed page. This can save quite a bit of paper, but it can make reading the output more difficult.

Accomplishing the same task in Word 2010 is a bit different:

1. Load the document you want to print.
2. Press **Ctrl+P**. Word displays the File tab of the ribbon with the print options visible.
3. Use the last down-down list at the bottom of the print options to specify how many pages should be combined on each printed page.
4. Specify any other printing options, as desired.
5. Click on OK to print your document.

A word of warning on this. Your printer may have a feature to allow multiple pages on a single sheet. This feature is in addition to the similar feature in Word. I set Word to print four pages per sheet. I thought I needed to set my printer to also know that there were four pages per sheet. The result, which was obvious in hindsight, was that I got 16 pages per sheet.