Printing Multiple Pages on a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.

Printing N-Up in a Supported Driver

Printing N-Up in Windows XP SP1 or Later
1. In the printer driver settings, click the Properties button, then select the Layout tab.
2. Under the Pages Per Sheet (N-Up) option, select the number of pages you want to print on each side of the sheet. The sample image changes to reflect your selection.
3. Under Image Order, select the order in which the page images appear on the sheet. The sample image changes to reflect your selection.
4. In the Layout tab, select other desired page layout options such as Image Orientation and Margins.
5. Select the Paper/Output tab, then under 2-Sided Print, select 1-Sided Print, Flip on Long Edge, or Flip on Short Edge.
6. On the Paper/Output tab, select the paper size and paper type for your job.
7. Click OK.
8. Send the print job.

Printing N-Up in Macintosh OS X Version 10.4 or Higher
1. In the application you are printing from, open the Print dialog box and then select your printer.
2. From the pull-down menu, select Layout.
3. Select the number of Pages Per Sheet and the Layout Direction.
4. If desired, select a page border type from the Border menu.
5. Click Print to send the print job.