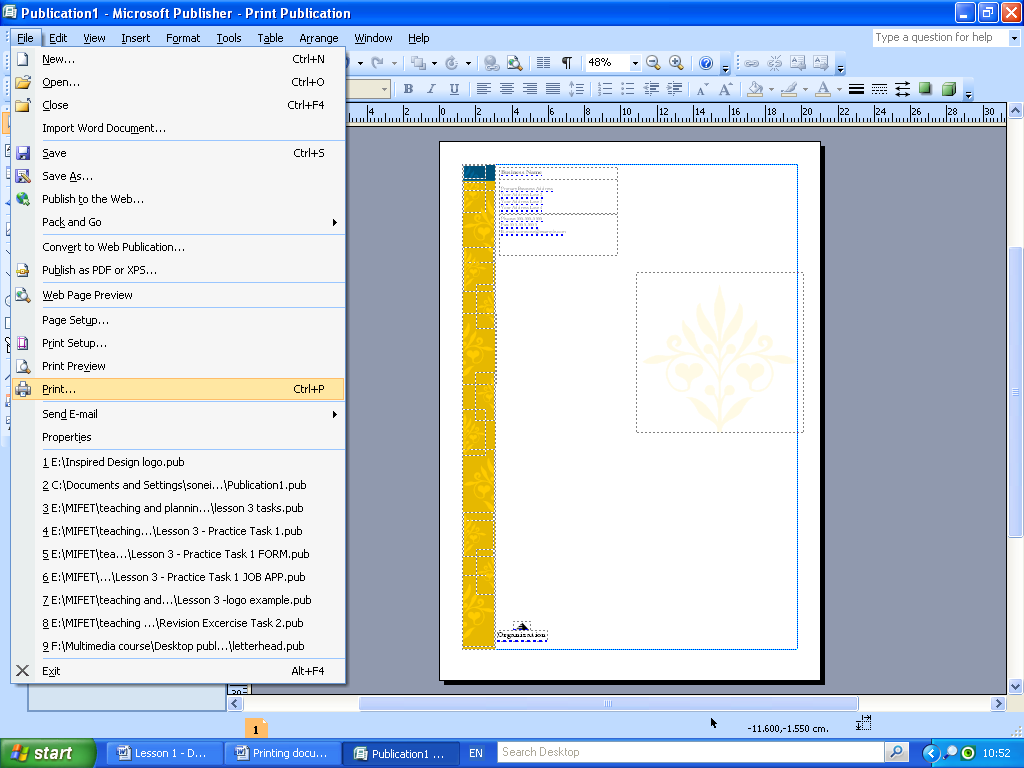
**Desktop Publishing**

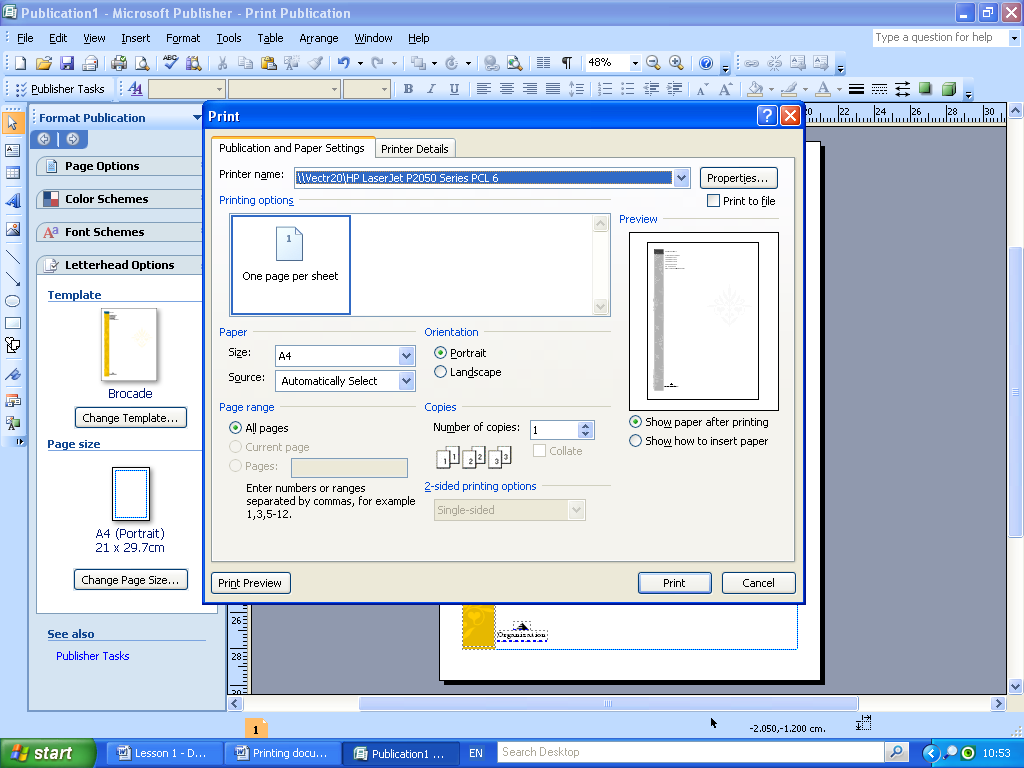
**Microsoft Publisher 2007: Printing Multiple Documents**

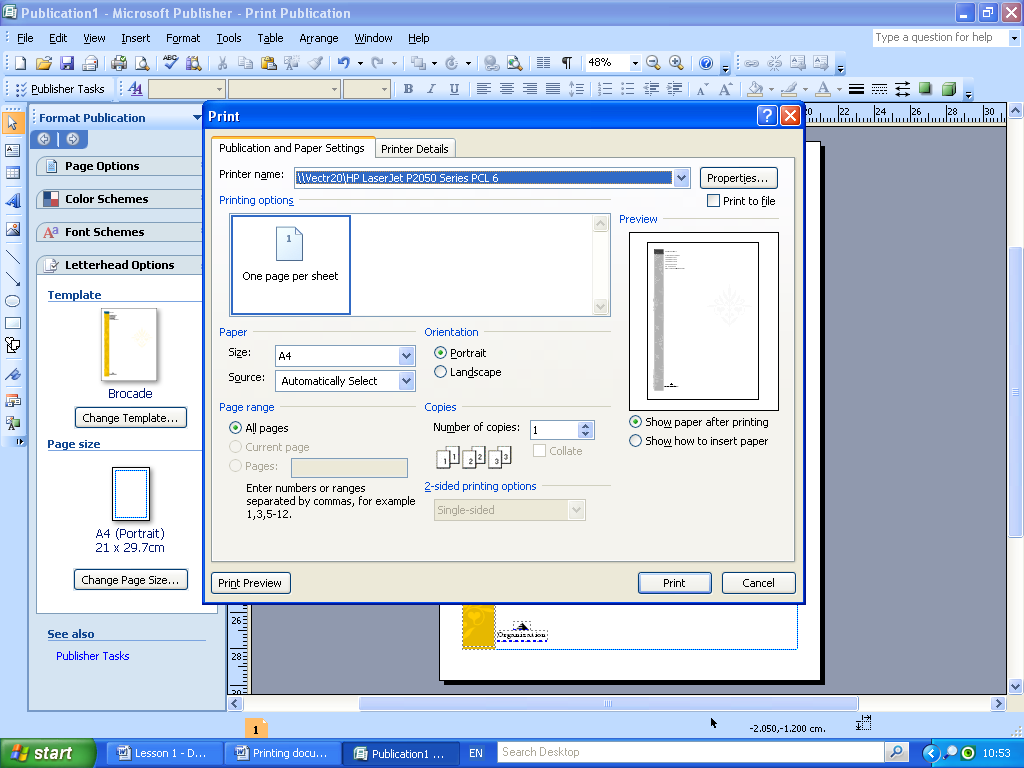
# PRINT FUNCTION

1. To print your documents in Microsoft Publisher go to **File > Print**



1. The following dialog box will appear. Check the dialog box to ensure it is picking up the correct printer name:

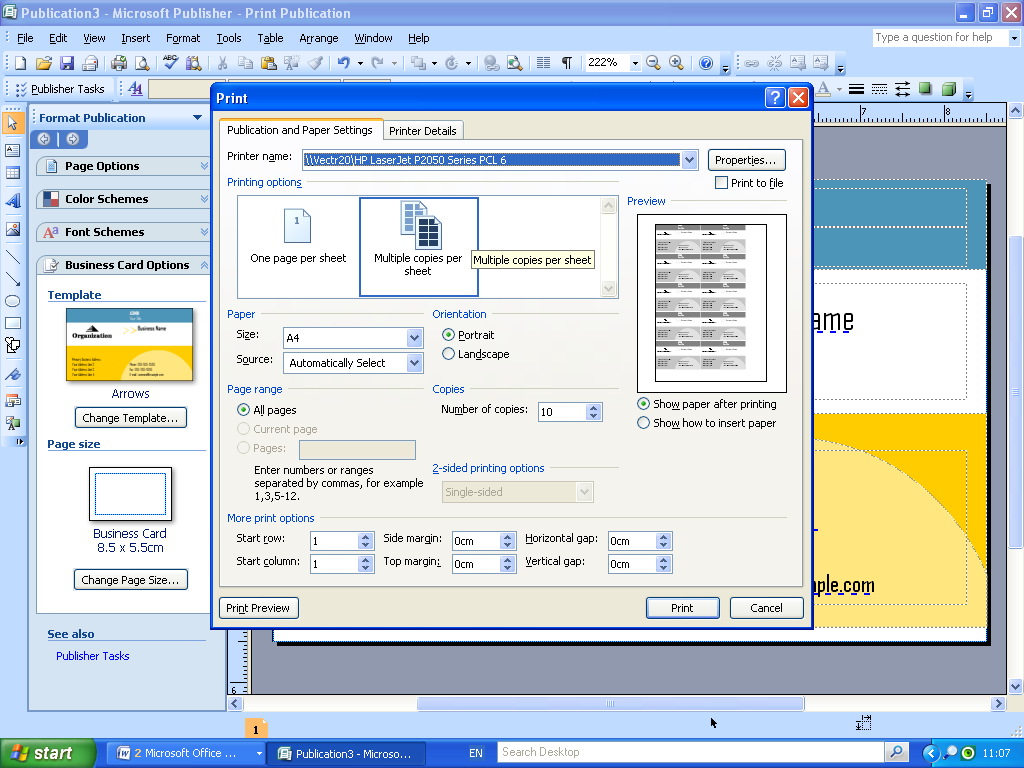
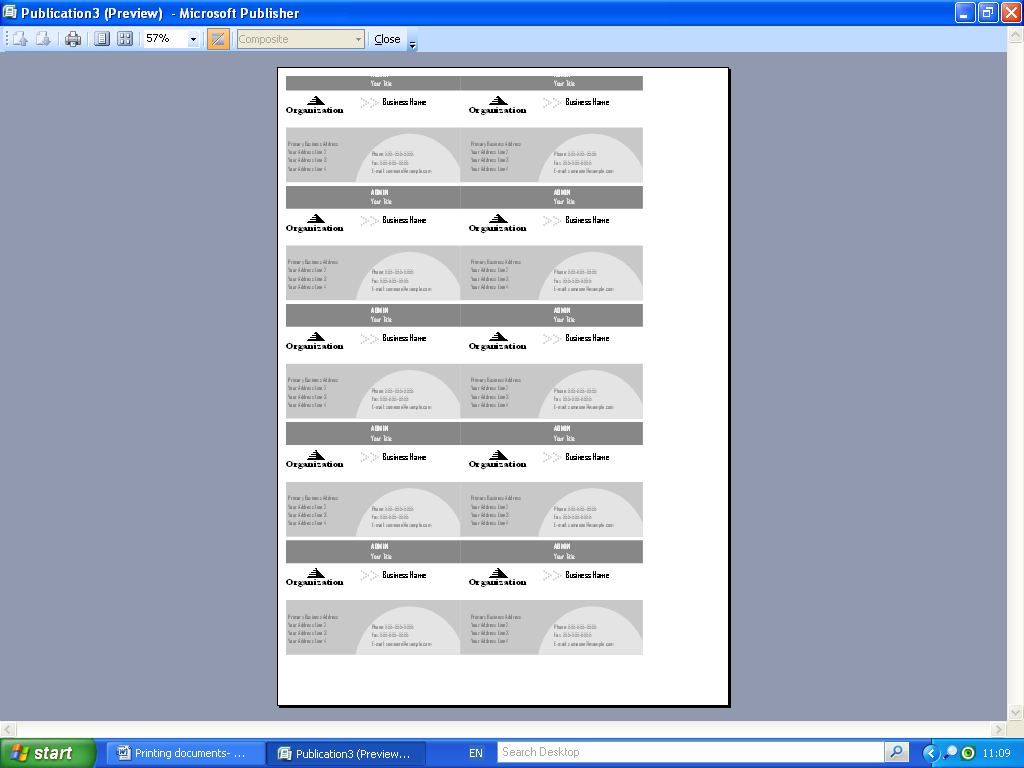


1. Ensure correct orientation, paper size is correct.
2. To view how your document looks before printing, choose **Print Preview**  
     
   
3. Once you are happy with how your document looks choose **Print.**

# PRINTING MULTIPLE COPIES

*When printing documents such as business cards and compliments slips, printing companies tend to print multiple copies on one sheet (this is a more cost effective approach as it means cost savings on paper and ink).*

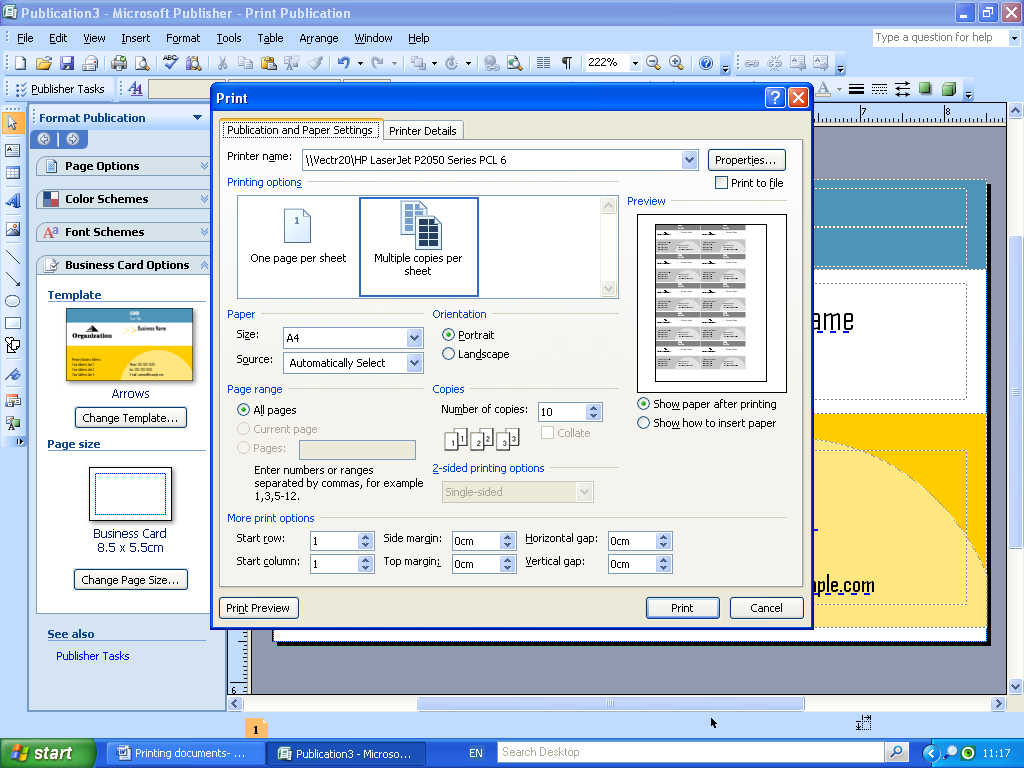
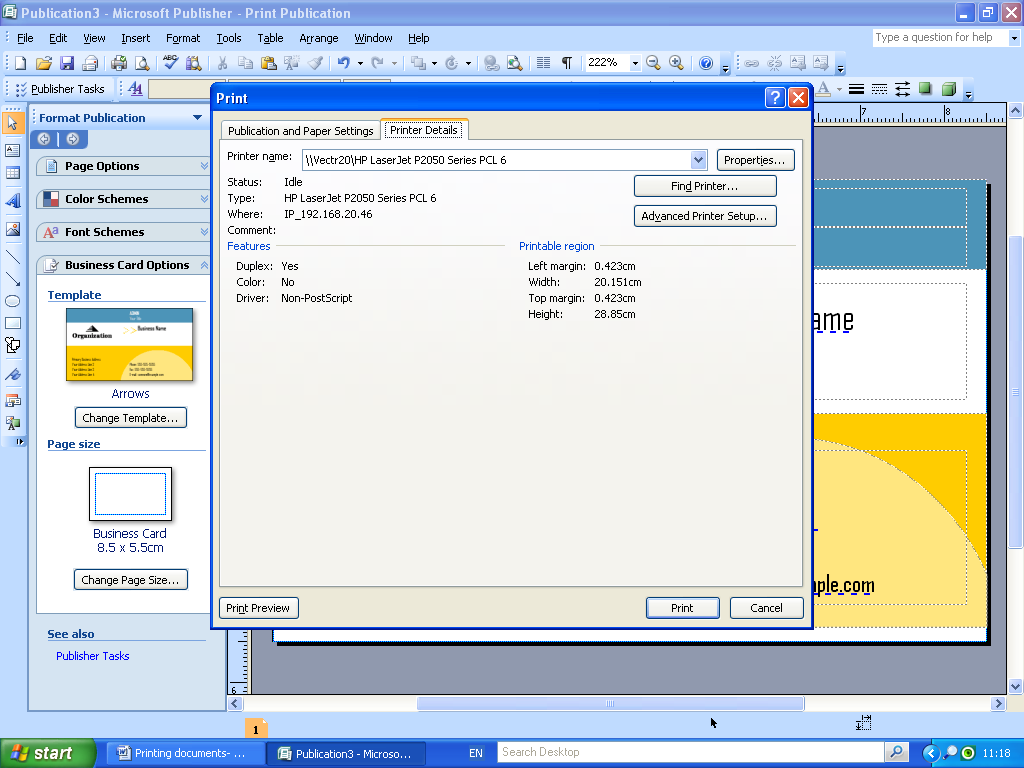
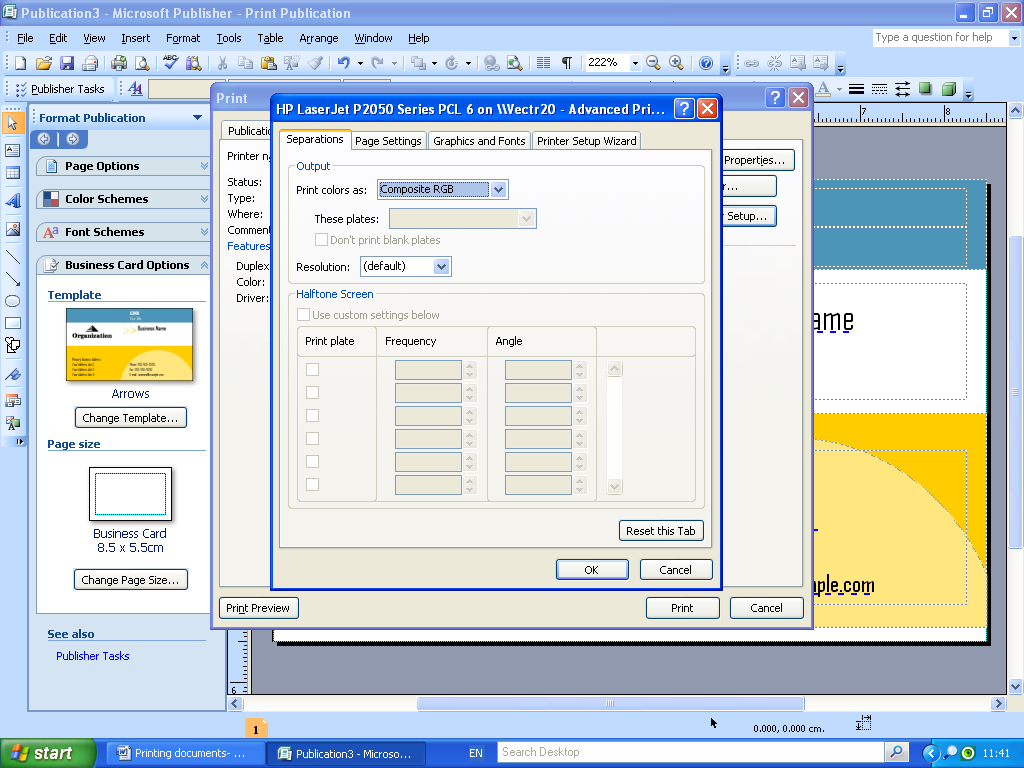
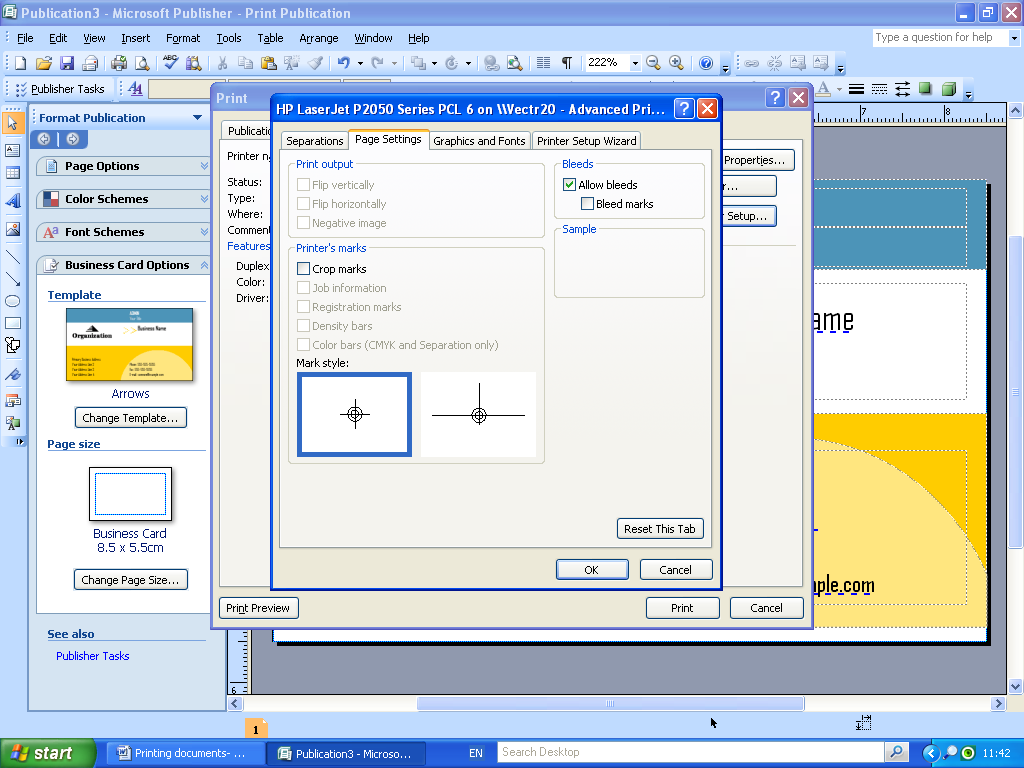
When using Microsoft Publisher you can set the printer to print multiple copies of the chosen document on one page.

1. Go to **File > Print**
2. Ensure that ‘**Multiple copies per sheet’** is selected in the Printing Options box.  
   
3. Select **Print Preview** to ensure the page is set to print multiple copies correctly.
4. If you are happy with the layout click on **Close** and Print the document  
   

# PRINTING DOCUMENTS WITH CROP MARKS

*When printing documents with multiple copies on one sheet it is appropriate to include ‘Crop Marks’. Crop marks provide a guide for a printing company to cut the documents with ease and precision.*

When using Microsoft Publisher you can set the printer to print copies of documents showing the crop marks.

1. Go to **File > Print**
2. Ensure that ‘**Multiple copies per sheet’** is selected in the Printing Options box.
3. Choose the ‘**Printer Details’** Tab  
   
4. Choose the ‘**Advanced Printer Setup’** button  
   
5. Choose the ‘**Page Settings’** Tab  
   
6. Under the ‘**Printer’s marks’** section check the box ‘**Crop marks’.**  
     
   Click ‘**OK**’
7. Select **Print Preview** to ensure the page is set to print crop marks in the document.  
   
8. **Print** the document  
   