**Desktop Publishing**

**Microsoft Publisher 2010: Printing Multiple Documents**

# PRINT FUNCTION

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



1. In the Print Settings check ensure it is picking up the correct printer name:



1. Ensure correct orientation, paper size is correct.
2. Check the **Print Preview** to ensure the layout of the document is as you require.
3. If you are happy with the layout click **Print** the document.



# 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. Check the **Print Preview** to ensure the page is set to print multiple copies correctly.
4. If you are happy with the layout click **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
3. Under the Printer Name options list , choose ‘**Advanced Output Settings’**

4. Choose the ‘**Marks and Bleeds’** Tab

5. Under the ‘**Printer’s marks’** section and check the box ‘**Crop marks’.**

Click ‘**OK**’
6. Check your **Print Preview** to ensure the page is set to print crop marks in the document.

7. **Print** the document
