



Print multiple pages per sheet with Windows

1. On the **File** menu in the software program, click **Print**.

2. Select the product, and then click the **Properties** or **Preferences** button.

3. Click the **Finishing** tab.



Print				2 ×
Printer				
Name:	HP Color LaserJet CP4520 PCL6			Properties
Status: Type:	HP Color LaserJet CP452	1	Fin <u>d</u> Printer	
Where: Comment:	HP Color LaserJet Family		Manual duple <u>x</u>	
Page range	HP Laser Jet 8100 Series PCL 5			
Current	HP LaserJet M1319f MFP			
Type p ranges from th	,			
section or p1s1	. For example, type 1, 3, 5–12 , p1s2, p1s3–p8s3			
Print <u>w</u> hat:	Document 💌	Zoom		
Print:	All pages in range	Pages per sheet:	1 page	•
		Scale to paper size:	No Scaling	•
Options			ОК	Cancel

Advanced Printing Shortcuts Paper/	Quality Effect Finis	hing lob Storage Color Services	
Document Options Print on both sides Fin pages up Booklet layout: Off Pages per sheet Tage per sheet Print page borders	₹ ▼		
Page order: Right, then Down	Ŧ	Orientation © Portrait © Landscape Potate by 180 degrees	
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4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.

5. Select the correct **Print page borders**, **Page order**, and **Orientation** options.

HP Color LaserJet CP4520 PCL6 Document Properties		×
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- Document Online		
Print on both sides	4 2	
Flip pages up		
Booklet layout:		
Off		
Pages per sheet:		
2 pages per sheet -		
2 pages per sheet		
6 pages per sheet		
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