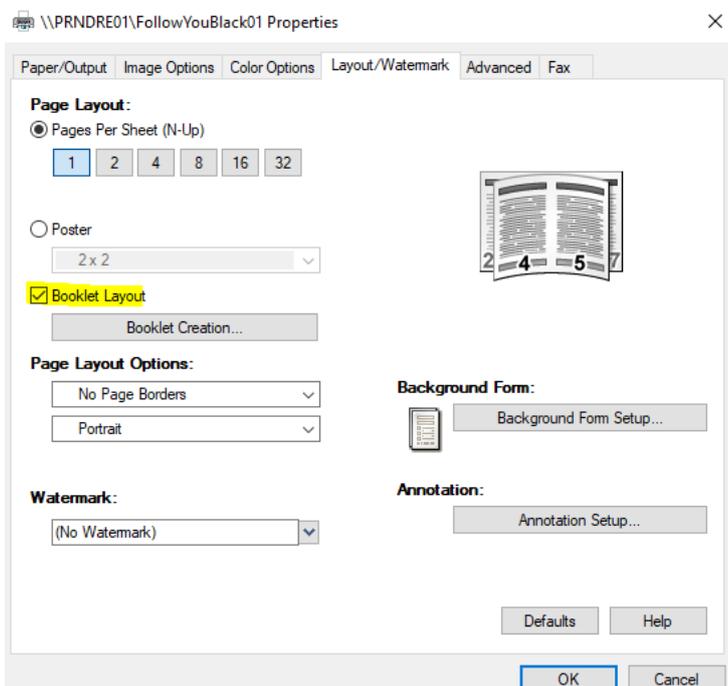# Print a booklet

Instructions for printing a booklet in Microsoft Word

1. Make sure your word document is in standard A4 size i.e. no unusual margins

2. Click on **File / Print**

3. Click on **Printer properties**

4. Click the **Layout / Watermark** tab

5. Tick next to **Book Layout,** then **OK** and **Print.**

For more help:

- Ask a librarian
- Ring (03) 9408089
- Email: library@ara.ac.nz