Kā tautoko ako Academic Support Services

## 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**.

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For more help:

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