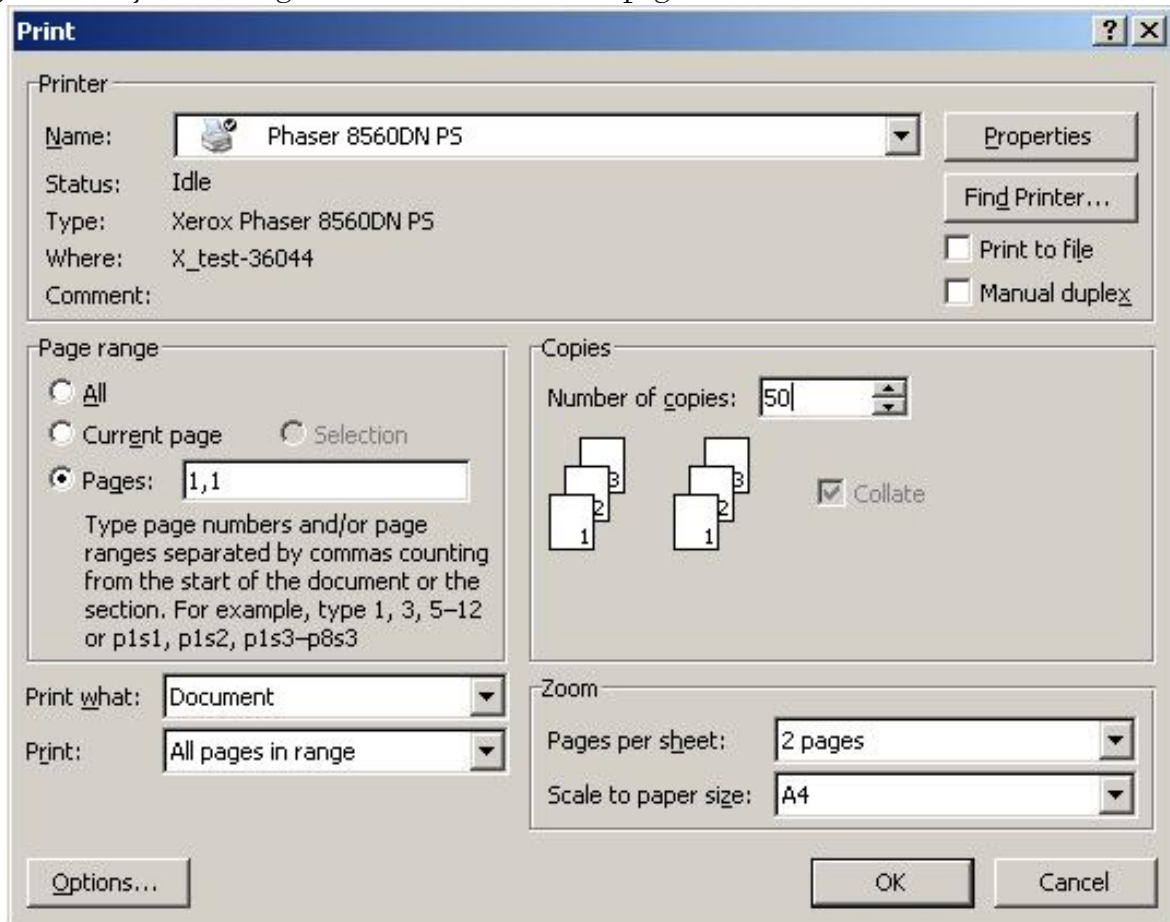


To Print A5 leaflets using MSWord

To produce A5 leaflets using MSWord, you do not need to place two documents side by side in columns to print to two A5 documents from a single A4 page, you can do it all from the print dialog box. See Below:

- Just write your message in normal size on an A4 page



- Select **Print** & the print dialog box appears
- In the section marked “**Page Range**” in the “**Pages**” box enter **1,1** (This is saying print page 1 twice, if there was several pages such as in a folded A4 to get the front and back page right you would enter **4,1**)
- In the section marked “**Zoom**”
 - in the box marked “**Pages per sheet**” click the down arrow and select “**2 Pages**”
 - in the box marked “**Scale to paper size**” click the down arrow and select “**A4**”
- In the section marked “**Copies**” in the box marked “**number of copies**” enter the total number of A5 copies you want divided by 2 as you will get two per page i.e. for 100 copies enter **50**
- Then simply press “**OK**”

As a tip, sometimes the printer, does not recognise this first time and you will only get a very small mark on the paper, do not worry on the second attempt it will work fine, it is just a quirk of some printers