


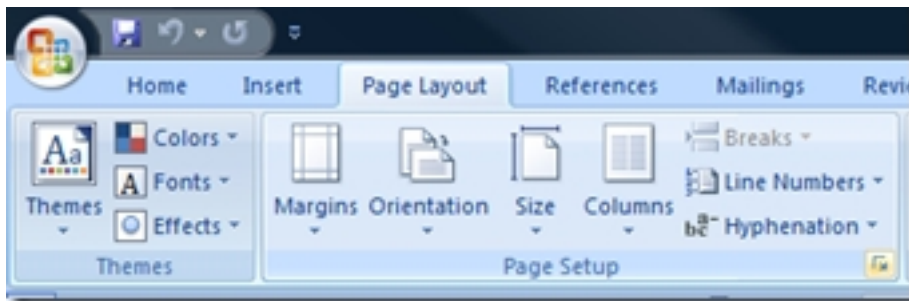
## Word Flyer/Insert Printing

Written by Joel Larkin  
Thursday, 16 April 2009 04:01 -

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I often need to create flyers or insert pages for bulletins on 1/2 of an 8.5 x 11 sheet of paper. Unfortunately this usually means cutting & pasting which can often lead to trouble. Below are some easy to follow instructions for Word 2007 on how to print the same page twice giving this same effect without worrying about the cutting & pasting.

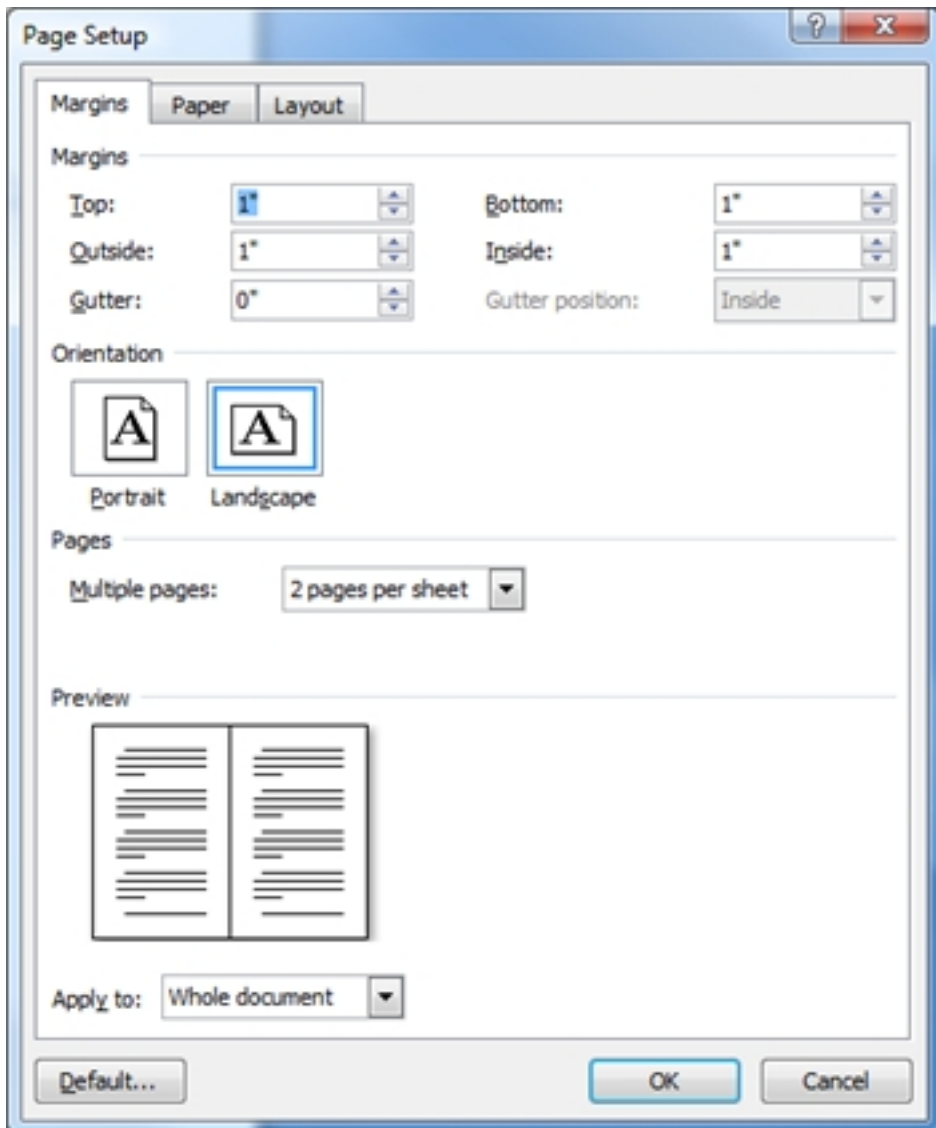
1. Select from the Page Layout Tab/Pane the bottom  button (lower right hand corner of the page setup section depicted below).



2. Under Page Setup change the orientation to landscape and specify 2 pages per sheet. This will give you 1/2 of an 8 1/2 x 11 sheet of paper in your editor.

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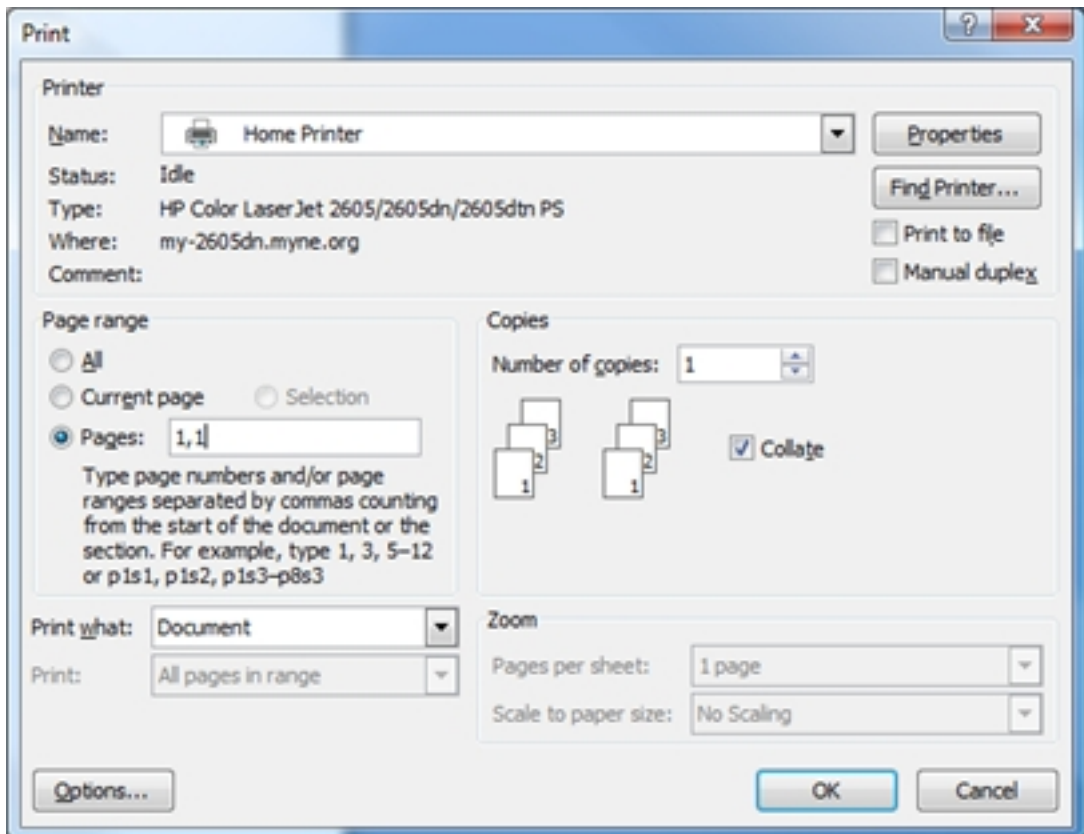
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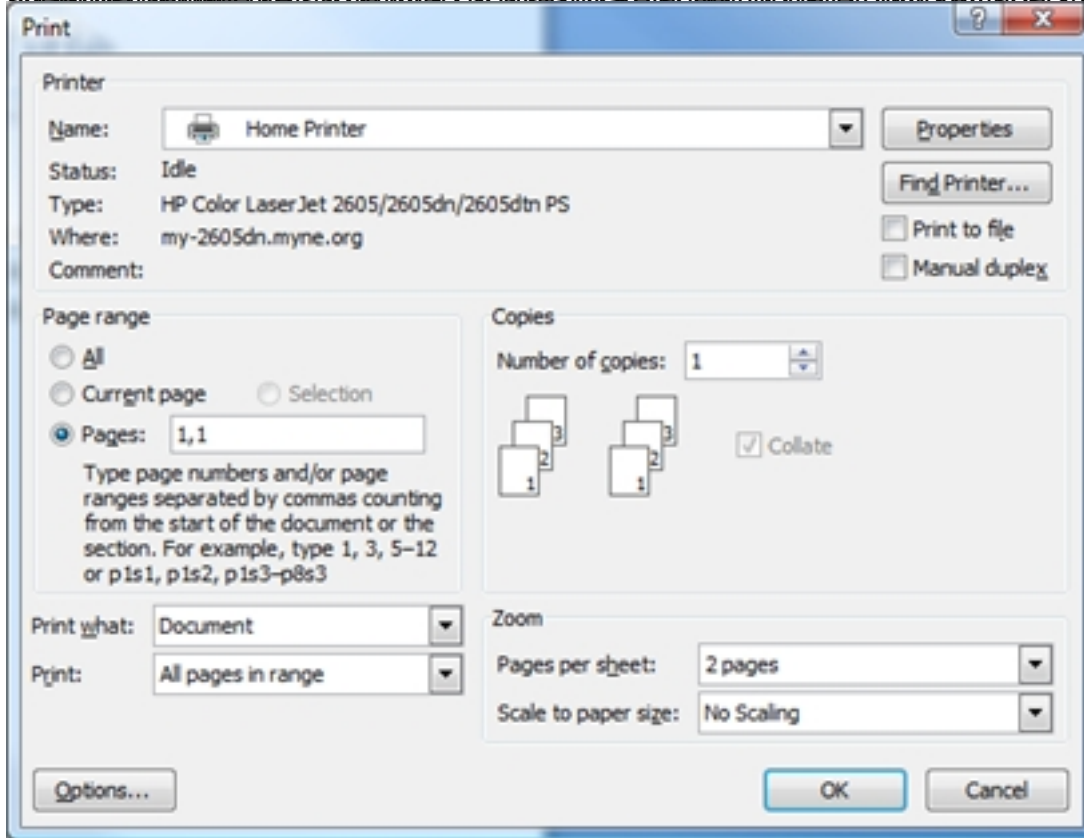
page you only have settings for page page. While I can't see the settings, I have a sheet of paper and per

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8. The printer will print the document to the printer. (about 20 minutes) (if you have a printer that prints 2 pages per sheet)



4. Your done! If it doesn't work something went wrong, try again!