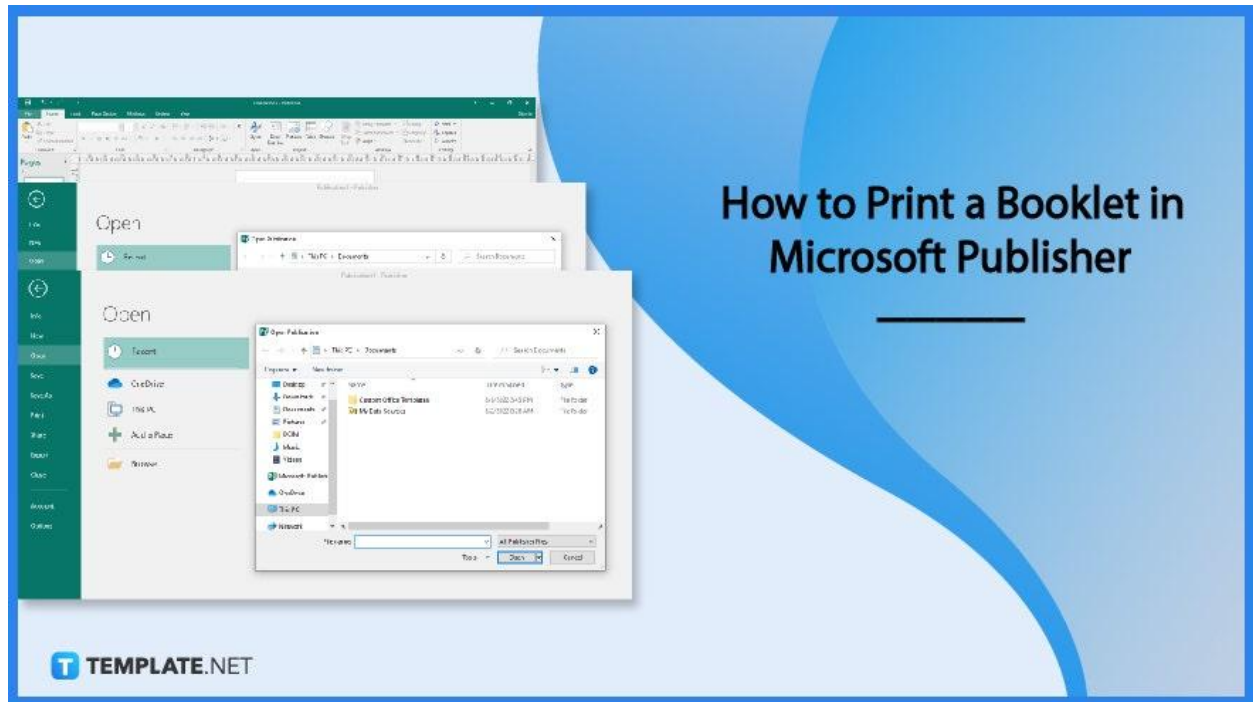


How to Print a Booklet in Microsoft Publisher

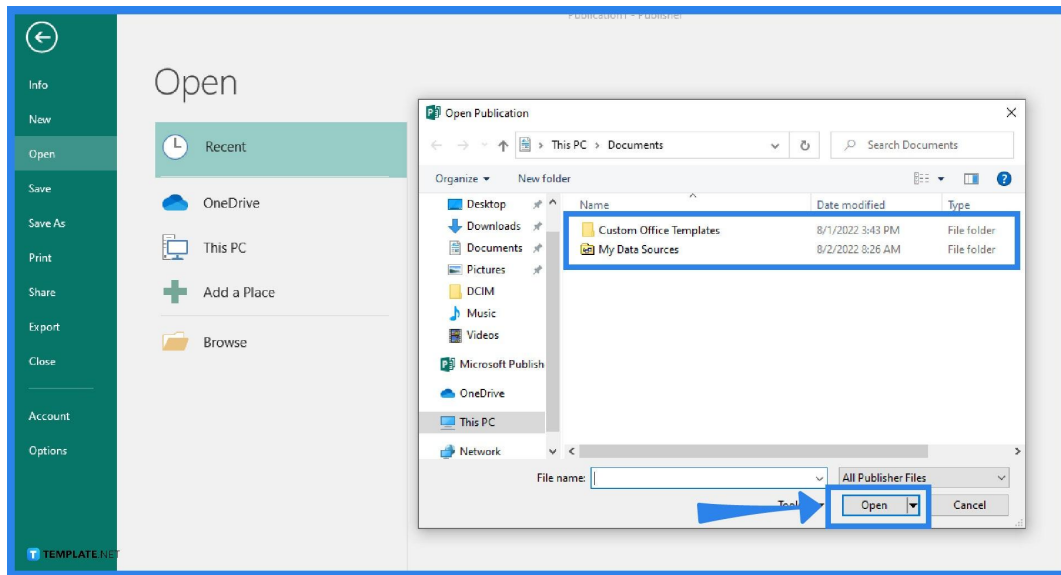
Microsoft Publisher can print booklets on 8.5×11 inch pages. You can effortlessly make one and print it using the Microsoft Publisher program through these easy steps.



How to Print a Booklet in Microsoft Publisher

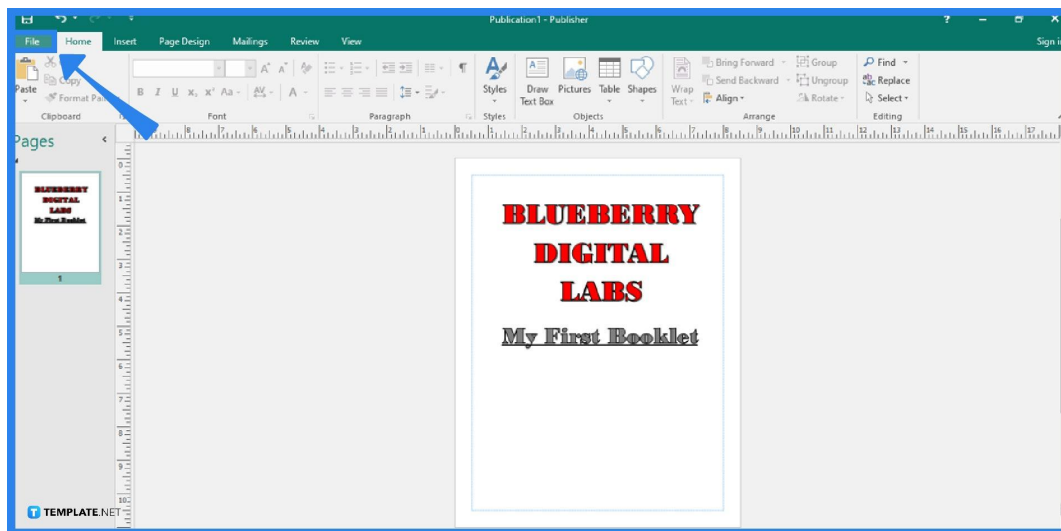
You can create a folded booklet with an 8.5 by 11-inch page and print it on your home printer if it is capable of printing an 11×17-inch sheet of paper. This step-by-step guide uses the 8.5×11 standard US letter size, but you can use the same strategy for any publication with pages that are half the size of the paper.

- **Step 1: Open the Booklet File in Microsoft Publisher**



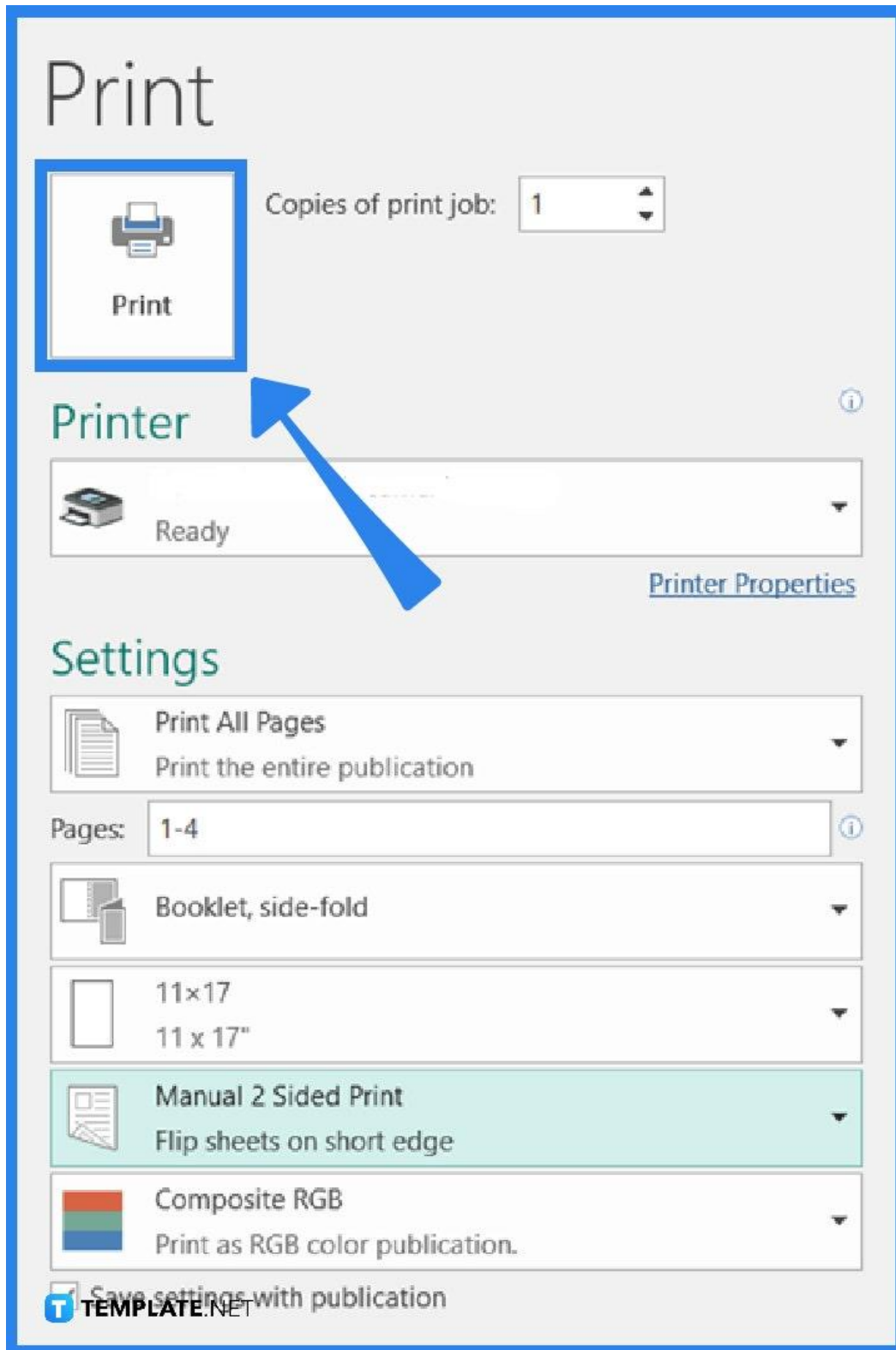
Start your Microsoft Publisher program and open the booklet that you want to be printed. To open the file, go to the File tab and click on Open. Locate the file on your computer or type in the name of the file in the “File name” field to find it quickly. Select the file and click the Open button.

- **Step 2: Click on the File Tab and Choose the Print Option**



Once the booklet that you want to print is opened, you go to the File tab of the Publisher ribbon and click on the Print option.

- **Step 3: Make the Appropriate Adjustments Needed for Printing the Booklet and Start Printing**



In the Print window, select the right printer to print the booklet and set the number of copies to be printed on every page of your booklet. You make any appropriate adjustments in the Settings section, such as choosing Tabloid or 11×17 inches as the printed paper size for the booklet. Additionally, you can check every page in your booklet on the “Preview” screen. Finally, click the Print button to start the printing process.

FAQs

What is the keyboard shortcut for print in Microsoft Publisher?

Ctrl+P is the keyboard shortcut for print that you can use in Microsoft Publisher.

How do I set up the booklet in an inch size?

Open the publication that you want to print as a folded booklet, click the Page Setup dialog launcher under the Page Design tab, click Booklet under Layout type, change the margin size if you want, then click the OK button, and select Yes if you are prompted to automatically insert pages.

Can I print more than one copy of my booklet?

Definitely, in order to print more than one copy of your booklet, go to the File tab, click on the Print option, then set the required number of copies you want to print in “Copies of print job” of the Print section, and click the Print button to start the printing process for your booklet.

How does Microsoft Publisher print a booklet?

The first and last pages are printed by Microsoft Office Publisher on one side of the paper, followed by the second and next-to-last pages on the other side, and so on.

What if my printer doesn't support two-sided printing?

If your printer doesn't support two-sided printing, you can use manual two-sided printing; this way, Microsoft Publisher prints the first and last pages on one sheet of paper, the second and next-to-last on another sheet, and so on (the pages will still be in the correct sequence when you photocopy them back-to-back, fold, and then bind or staple them together).