THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

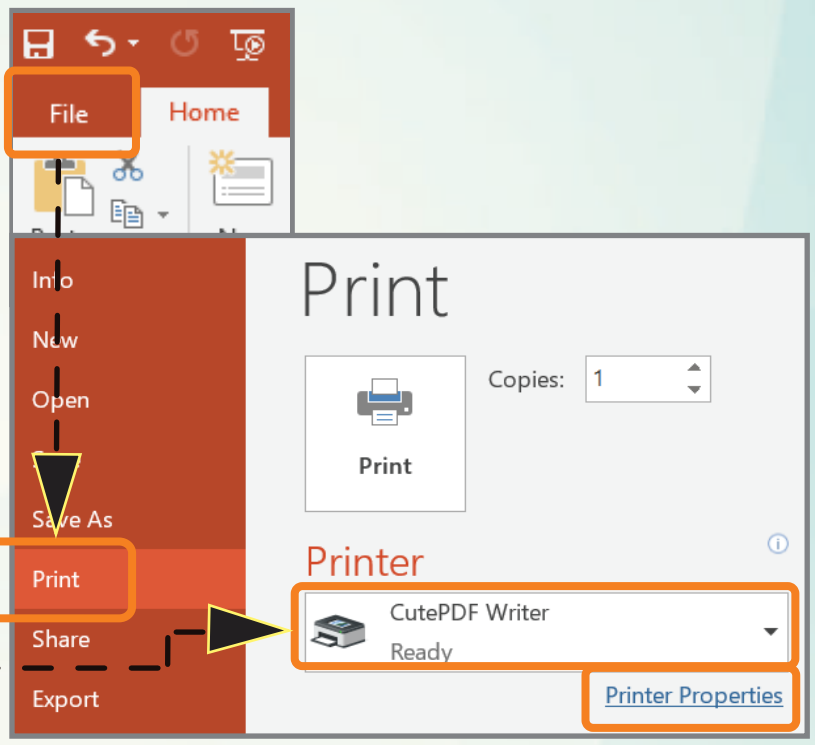
COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

Information Technology Unit
資訊科技處

Save Multiple Pages Per Sheet

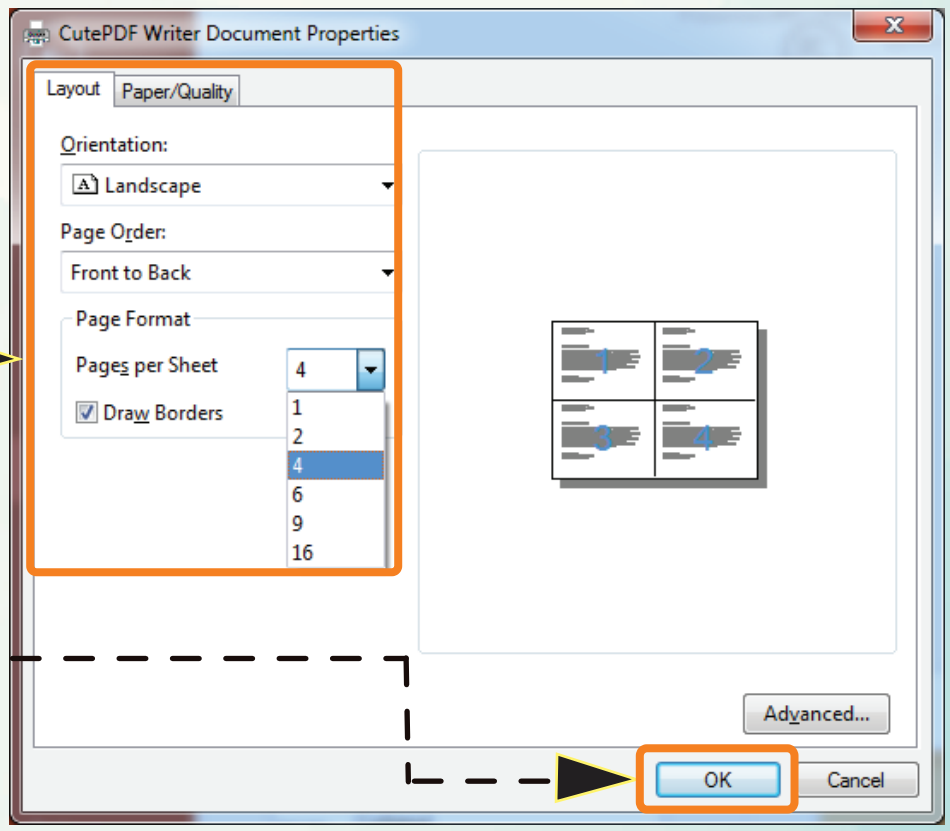
1. Open Microsoft Document

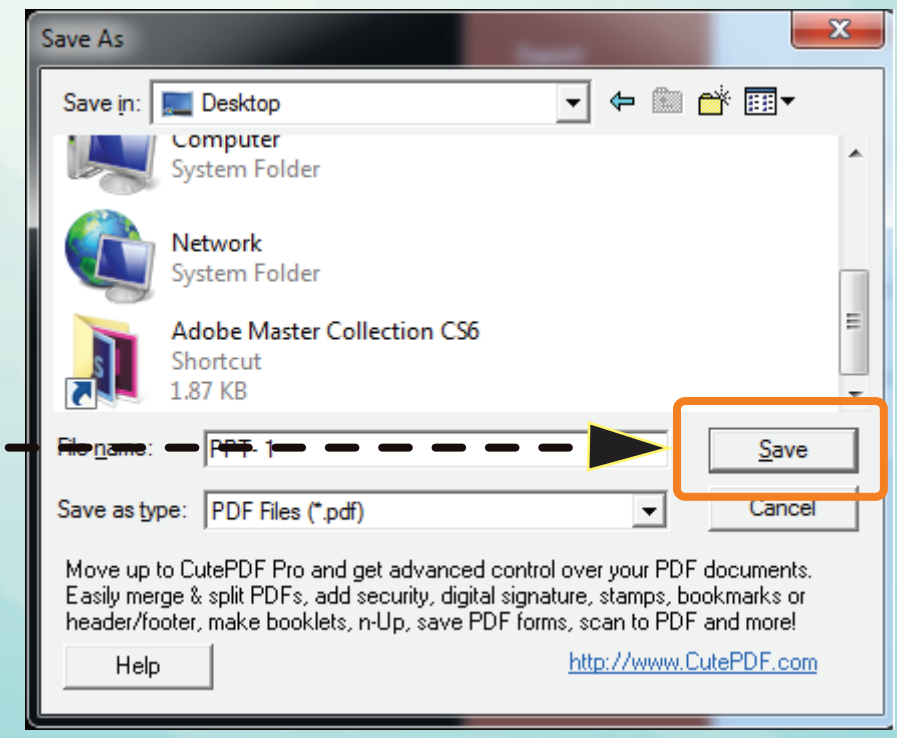
   Click - > **File** - > **Print**



2. Select “CutePDF Writer” - - -> - > “Printer Properties”

3. Setup multiple pages per sheet, eg.: 4 in 1page



4. Click “OK” - >

5. Save to Desktop