

Printing Half Page Certificate - 2 Per Page

These instructions are for printing Half Pager certificates (5.5 x 8.5) 2 per page.

Select File/Print

Pages to Print

Be sure that "All is Selected" under pages to print

Page Sizing & Handling

Select multiple

Pages per sheet: Custom/ 1 by 2

Portrait Orientation

Print

Printer: HP LaserJet Pro M118-M119 Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white) Save ink/toner ⓘ

Pages to Print

All
 Current page
 Pages 1 - 2
▶ More Options

Page Sizing & Handling ⓘ

Size Poster Multiple Booklet

Pages per sheet: Custom... 1 by 2

Page order: Vertical Print page border

Print on both sides of paper

Orientation:
 Portrait
 Landscape
 Auto-rotate pages within each sheet

Comments & Forms

Document and Markups
Summarize Comments

8.5 x 11 Inches

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Page Setup... Print Cancel