

Transcript for Foundational Skills Video: How to print multiple pages per sheet from a PDF using PayForPrint (Webprint)



Chapman Learning Commons

Hi folks, my name is Madeleine and I'm working with the Chapman Learning Commons.

Today I will show you how to print multiple pages per sheet from a PDF document using the PayForPrint system at the University of British Columbia.

Multiple pages per sheet means that you are printing multiple pages of your document on each piece of paper.

When you upload your document to Webprint, there is no option that lets you specify if you want multiple pages per sheet when you print your document. Instead, you need to save the document in that format as a PDF first, and then upload this new PDF to Webprint.

This tutorial will show you how to do this on a Mac.

1. Open the document that you want to print - it does not have to be in PDF format.
2. At the top left of your screen, click the "File" button.
3. On the drop-down menu, near the bottom, click the "print" option. You will get this popup.
4. Near the top you will see a button that says "preview".
5. Clicking this will show you a drop down of other menus you can look at, click the option for "layout".
6. Now that you are in the layout menu, notice where it says "pages per sheet".
7. Click the drop-down menu to specify how many pages per sheet you would like. If I wanted 2 pages per sheet I would choose 2. You can look at the preview to make sure it looks correct.
8. Once you have chosen how many pages per sheet, click the button in the bottom left that says "PDF".
9. This will give you a drop-down menu. Chose the option "save as PDF".
10. Then a popup will ask you to name this document. If you do not rename it, it will keep the same name as the original document and replace it. So, I will rename it by adding "multiple" at the beginning, since it's multiple pages per sheet, and then I will click save.
11. This document should now appear on my desktop, and it has 2 pages on each sheet.
12. Now I will take this new PDF document and upload it to Webprint by clicking "submit a job"



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