

Microsoft Publisher 2003

Printing a Newsletter onto 11x17



Newsletter Page Setup Options

A Newsletter is a regularly distributed publication generally about one main topic. It typically uses a 8 1/2 x 11 page layout and the pages are added in multiples of four. This document describes how to setup your newsletter to print booklet style onto a single 11x17 sheet of paper. This document assumes that your printer can print to an 11x17 sheet of paper.

Summary

1. Newsletter Page Setup Options
2. Change Page Setup
3. Change Print Option

You have two options for printing a 4-page newsletter publication. The first option is to print the newsletter onto separate 8x11 sheets of paper (Figure 1). This option is your default page setup setting. The second option is to print the newsletter "booklet style", or onto a single 11x17 sheet of paper (Figure 2). This option requires you to change options in Page Setup within the publication

Figure 1

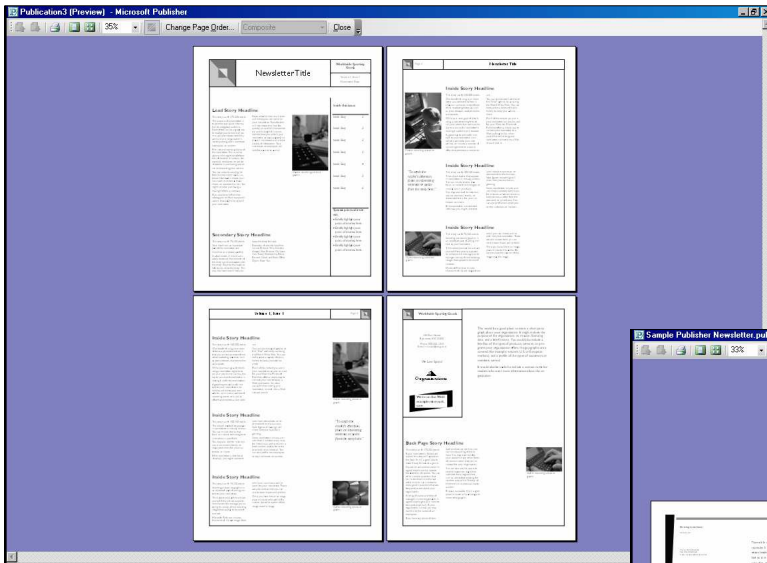
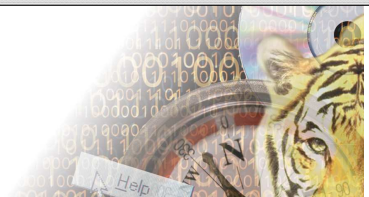
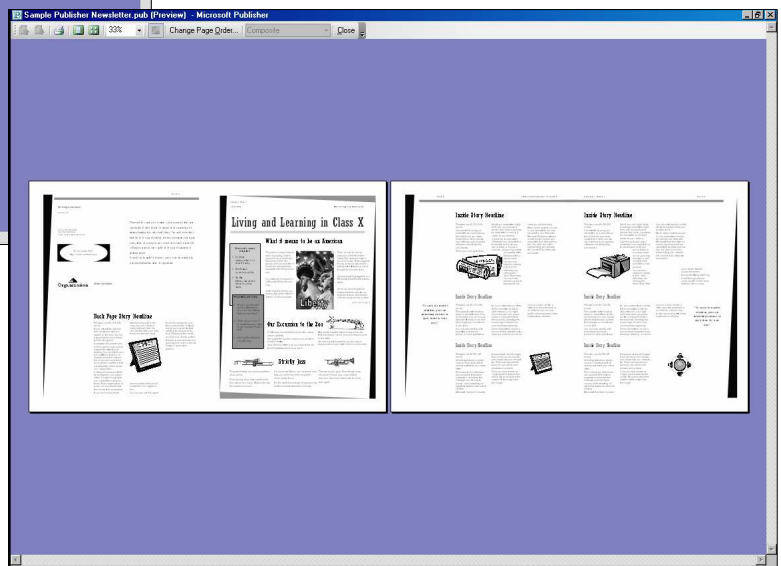


Figure 2



Set Page Setup

The procedure below describes how to change options in Page Setup within the publication.

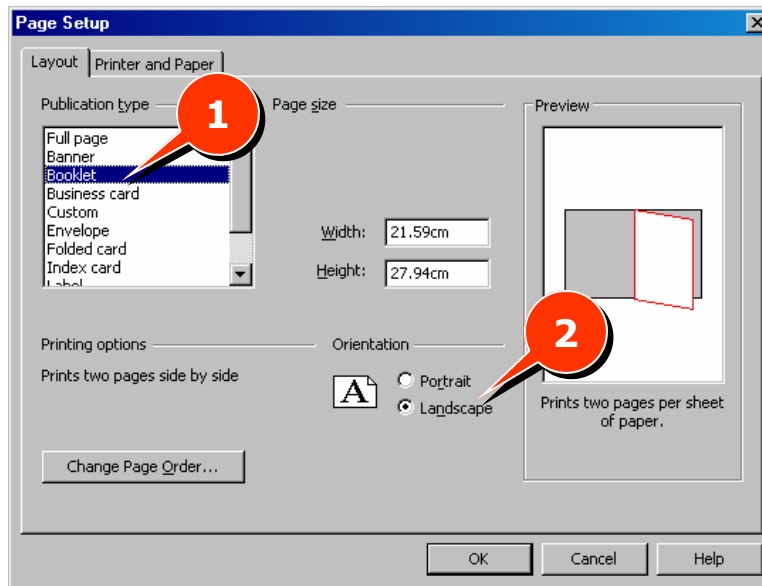
1. Create a 4-page publication either starting from scratch or through the use of an existing Design Template.



For information on how to create a publication, please refer to Publisher 2003: Blank Document, Publisher 2003: Publication Basics, or Publisher 2003: Newsletter Self-Help Training Documents.

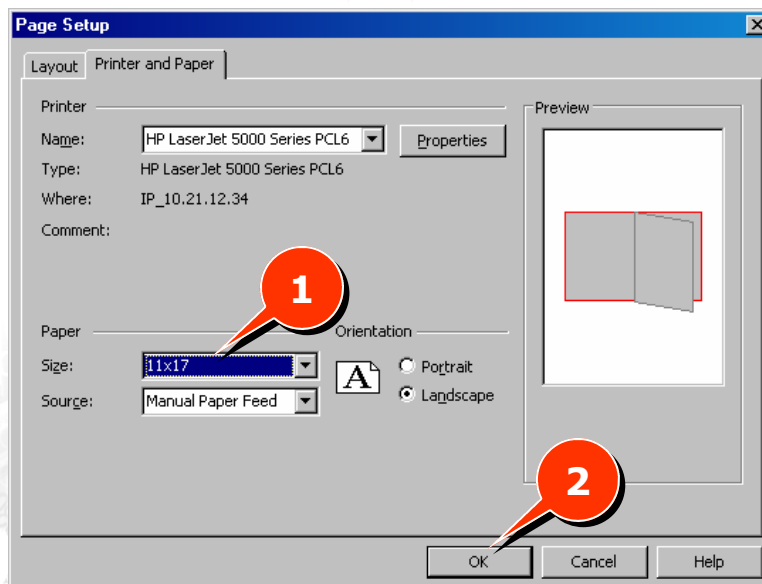
2. Select **File > Page Setup** from the menu bar. The **Page Setup** dialog box displays.
3. On the **Layout** tab, under **Publication type**, select **Booklet** (Figure 3, 1) and under **Orientation**, select **Landscape** (Figure 3, 2).

Figure 3



4. On the **Printer and Paper** tab, under **Paper**, select **11x17** (Figure 4, 1).
5. When ready, click **OK** (Figure 4, 2) to close the **Page Setup** dialog box.

Figure 4



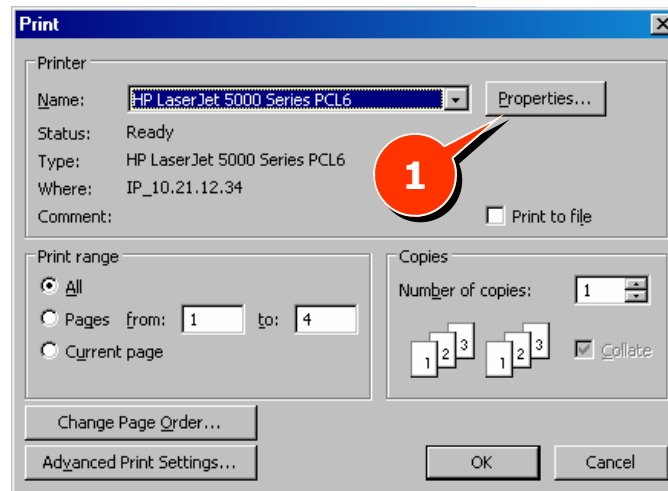
Set Print Option

Typically when you print documents, you print to your default printer and this printer will select the proper paper size using the automatic feed option. This means that when you print a regular 4-page document, each page will print as a single page. To print your newsletter on an 11x17 sheet of paper, you need to set the Print Option to manual feed.

The below procedure assumes that your printer can print the 11x17 paper size. Before completing this process, place a single sheet of 11x17 paper in the printer's manual feed tray. Once the sheet is fed through the printer, you will need to insert the sheet again in order to print double-sided. Note: some printers already have this setting in Print Options.

1. Select **File > Print...** from the menu bar. The **Print** dialog box displays.
2. Click **Properties** (Figure 5, 1). The **"Printer" Document Properties** dialog box displays.

Figure 5



4. On the **Paper/Quality** tab under **Paper Source**, select **Manual Feed** (Figure 6, 1).
5. When ready, click **OK** to close the **"Printer" Document Properties** dialog box.
6. Click **OK** to close the **Print** dialog box (Note: the publication will be sent to the Printer).

Figure 6

