

**Please Note:** This article is written for users of the following Microsoft Word versions: 97, 2000, 2002, and 2003. If you are using a later version (Word 2007 or later), *this tip may not work for you*. For a version of this tip written specifically for later versions of Word, click here: [Booklet Printing in Word \(https://wordribbon.tips.net/T012728\\_Booklet\\_Printing\\_in\\_Word\)](https://wordribbon.tips.net/T012728_Booklet_Printing_in_Word).

## Booklet Printing in Word

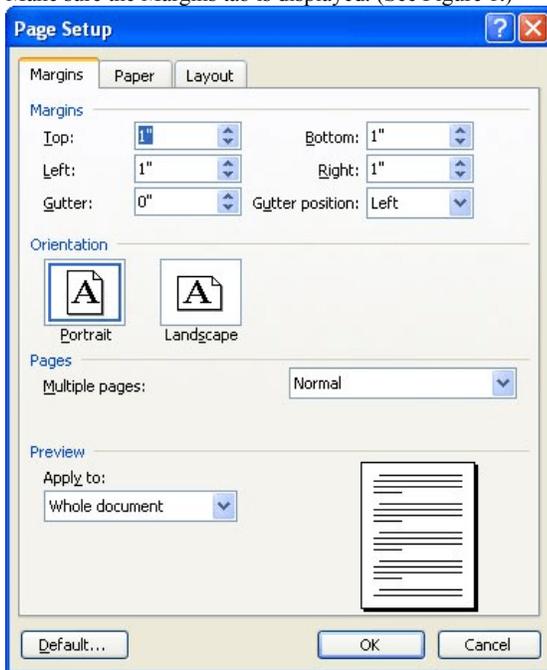


by [Allen Wyatt \(https://www.tips.net/Authors/A0001\\_Allen\\_Wyatt.html\)](https://www.tips.net/Authors/A0001_Allen_Wyatt.html)  
(last updated July 14, 2018)

[3  
\(https://word.tips.net/T003927\\_Booklet\\_Printing\\_in\\_Word.html#comment-form-hd\)](https://word.tips.net/T003927_Booklet_Printing_in_Word.html#comment-form-hd)

Printing booklets is a common task that many users want to accomplish. The best way to create a booklet depends on the version of Word you are using. If you are using Word 2002 or Word 2003, then you are in luck—Word includes built-in capabilities to print booklets. Follow these steps to set up your document as a booklet:

1. Choose Page Setup from the File menu. Word displays the Page Setup dialog box.
2. Make sure the Margins tab is displayed. (See Figure 1.)



**Figure 1.** The Margins tab of the Page Setup dialog box.

3. Using the Multiple Pages drop-down list, choose Book Fold. Word changes the page orientation to landscape, if necessary.
4. In the Margins area of the dialog box, make sure the margins are set appropriately for your document.
5. Click OK. The text in your document is reformatted to fit within the page layout you just specified.

When you print your document, you should choose to print two-sided if you have a printer that will automatically duplex. If not, you should choose the Manual Duplex check box in the Print dialog box, and then feed the pages through the printer twice.

In earlier versions of Word (Word 97 and Word 2000), your best bet may be to use a third-party program that produces booklets. A few programs suggested by *WordTips* readers include the following:

- ClickBook (<http://www.bluesquirrel.com> (<http://www.bluesquirrel.com>))
- FinePrint (<http://www.fineprint.com> (<http://www.fineprint.com>))

Regardless of the version of Word you have, you may be able to print booklets by using the capabilities of your printer. Some printers will handle booklet printing automatically. Refer to your printer manual, or do some searching through the printer driver settings (select your printer in the Print dialog box and then click Properties) to find more information.

You can also find a good discussion on booklet printing at this Web page:

<http://wordmvp.com/FAQs/Formatting/BookletPrinting.htm> (<http://wordmvp.com/FAQs/Formatting/BookletPrinting.htm>)

[https://word.tips.net/T003927\\_Booklet\\_Printing\\_in\\_Word.html#comment-form-hd](https://word.tips.net/T003927_Booklet_Printing_in_Word.html#comment-form-hd)

*WordTips* is your source for cost-effective Microsoft Word training. (Microsoft Word is the most popular word processing software in the world.) This tip (3927) applies to Microsoft Word 97, 2000, 2002, and 2003. You can find a version of this tip for the ribbon interface of Word (Word 2007 and later) here: **Booklet Printing in Word** ([https://wordribbon.tips.net/T012728\\_Booklet\\_Printing\\_in\\_Word](https://wordribbon.tips.net/T012728_Booklet_Printing_in_Word)).

#### Author Bio

#### Allen Wyatt

With more than 50 non-fiction books and numerous magazine articles to his credit, Allen Wyatt is an internationally recognized author. He is president of [Sharon Parq Associates \(https://www.sharonparq.com\)](https://www.sharonparq.com), a computer and publishing services company. [Learn more about Allen \(https://www.tips.net/Authors/A0001\\_Allen\\_Wyatt.html\)](https://www.tips.net/Authors/A0001_Allen_Wyatt.html)...

---

#### MORE FROM ALLEN

##### Improper Index References

When indexing a document, you may get some funny results once in a while. If you get single index entries when you were ...

##### [Discover More](https://word.tips.net/T001327_Improper_Index_References.html)

([https://word.tips.net/T001327\\_Improper\\_Index\\_References.html](https://word.tips.net/T001327_Improper_Index_References.html))

##### DOS From Macros

Need to run a DOS command from within one of your macros? The answer is the Shell command, described in this tip.

##### [Discover More](https://excel.tips.net/T002506_DOS_From_Macros.html)

([https://excel.tips.net/T002506\\_DOS\\_From\\_Macros.html](https://excel.tips.net/T002506_DOS_From_Macros.html))

##### Converting to Hyperlinks in a Shared Workbook

When you enter a URL or e-mail address in a worksheet, Excel usually converts it to a clickable hyperlink. This doesn't ...

##### [Discover More](https://excel.tips.net/T003155_Converting_to_Hyperlinks_in_a_Shared_Workbook.html)

([https://excel.tips.net/T003155\\_Converting\\_to\\_Hyperlinks\\_in\\_a\\_Shared\\_Workbook.html](https://excel.tips.net/T003155_Converting_to_Hyperlinks_in_a_Shared_Workbook.html))



**Do More in Less Time!** Are you ready to harness the full power of Word 2013 to create professional documents? In this comprehensive guide you'll learn the skills and techniques for efficiently building the documents you need for your professional and your personal life. Check out [Word 2013 In Depth](http://go.tips.net/am11) (<http://go.tips.net/am11>) today!

---

#### More WordTips (menu)

##### Printing Personalized Copies of a Document

Need to have a series of documents customized for individual users? Mail merge may be overkill, but the macro presented ...

##### [Discover More](https://word.tips.net/T000152_Printing_Personalized_Copies_of_a_Document.html)

([https://word.tips.net/T000152\\_Printing\\_Personalized\\_Copies\\_of\\_a\\_Document.html](https://word.tips.net/T000152_Printing_Personalized_Copies_of_a_Document.html))

##### Printing a Short Selection

Want to print just a selection from within your document? It's easy to do when you print using the Print dialog box.

##### [Discover More](https://word.tips.net/T001292_Printing_a_Short_Selection.html)

([https://word.tips.net/T001292\\_Printing\\_a\\_Short\\_Selection.html](https://word.tips.net/T001292_Printing_a_Short_Selection.html))

##### Printing a List of AutoCorrect Entries

Want a printed record of the AutoCorrect entries you've created in Word? There is no built-in way to do it, but you can ...

##### [Discover More](https://word.tips.net/T000340_Printing_a_List_of_AutoCorrect_Entries.html)

([https://word.tips.net/T000340\\_Printing\\_a\\_List\\_of\\_AutoCorrect\\_Entries.html](https://word.tips.net/T000340_Printing_a_List_of_AutoCorrect_Entries.html))

#### Subscribe

**FREE SERVICE:** Get tips like this every week in *WordTips*, a free productivity newsletter. Enter your address and click "Subscribe."

[View most recent newsletter. \(/ci.html\)](#)



(Your e-mail address is not shared with anyone, ever.)  
(<https://www.tips.net/privacy.html>)

#### Comments

Join the Conversation...

If you would like to add an image to your comment (not an avatar, but an image to help in making the point of your comment), include the characters `{img}` in your comment text. You'll be prompted to upload your image when you submit the comment. Maximum image size is 6Mpixels. Images larger than 600px wide or 1000px tall will be reduced. Up to three images may be included in a comment. All images are subject to review. Commenting privileges may be curtailed if inappropriate images are posted.



- Notify me about new comments ONLY FOR THIS TIP
- Notify me about new comments ANYWHERE ON THIS SITE
- Hide my email address

What is six more than 4?

<p>2019-06-13 23:08:08 <b>K.Kong</b></p>	<p> All along, I assessed that Microsoft Office peaked at the 2003 version, and went downhill after that. This print to booklet form is another proof point.</p> <p>The new Layout Multiple pages Book fold is incomprehensible and unusable. Printing to booklet form is something I decide when I am *printing*, and not something I decide for the *document*. On some occasions, I may want to print them full size for circulating for editing, and only in the final version do I want to make a booklet. The Layout approach is therefore wrong.</p>
<p>2019-04-22 01:57:31 <b>Rishabh</b></p>	<p> After doing these steps why paper can not print ?</p>
<p>2019-04-08 16:03:26 <b>beth</b></p>	<p> This is a great tutorial - thank you!!</p>