

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)
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[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.)

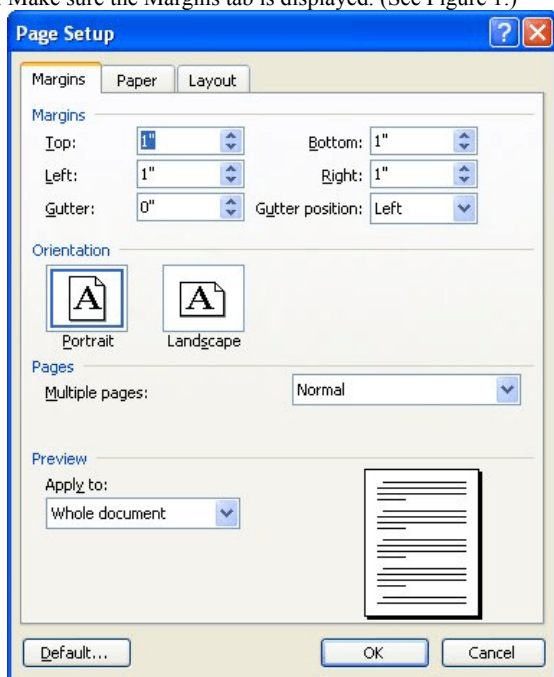


Figure 1. The Margins tab of the Page Setup dialog box.

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

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).

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)...

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<p>2019-06-13 23:08:08 K.Kong</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 Rishabh</p>	<p> After doing these steps why paper can not print ?</p>
<p>2019-04-08 16:03:26 beth</p>	<p> This is a great tutorial - thank you!!</p>