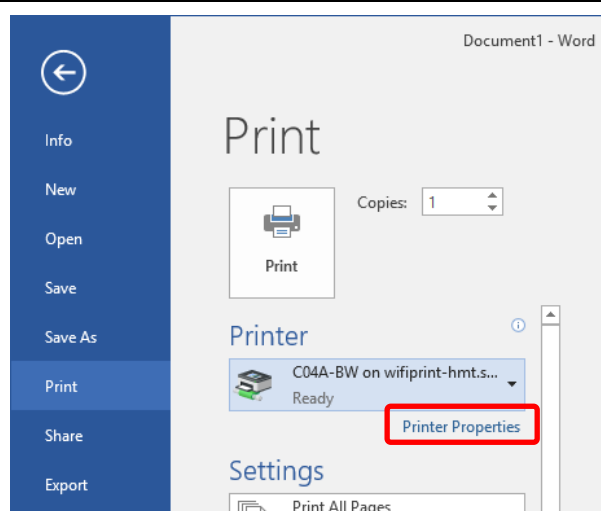


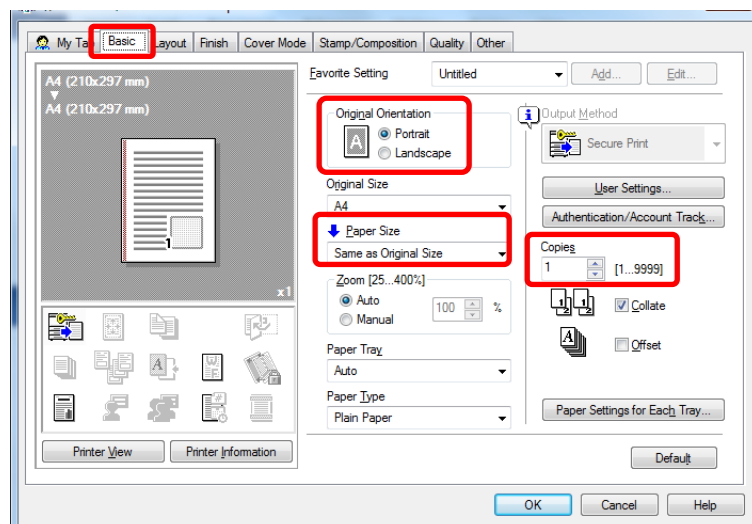
# Customise Print Output (Windows)

Example is using Microsoft Word 2016



At application, select **Print** (**File** -> **Print** or "**Ctrl**"**+P**), and then select **Printer Properties**, or **Preferences** or **Options** to adjust print settings

After finished your custom settings, click **OK** and then the **Print** button to continue.



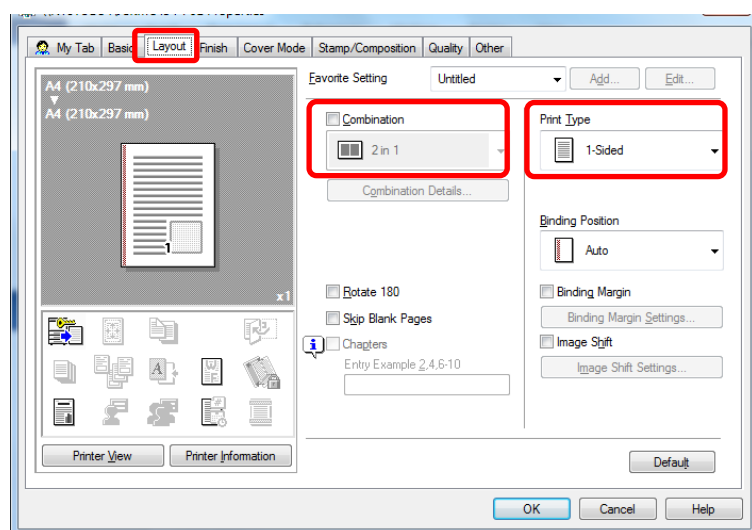
## Basic tab

### **Paper Size**

Output paper size

### **Copies:**

Number of print out copies



## Layout tab

### **Combination**

Number of pages per sheet

### **Print Type**

1-sided or 2-sided