

Print 6x9 Two-Up on Letter in Word

Goal: Print 6x9 on letterhead paper two-up (side-by-side) using Microsoft Word 2013.

Step 1: Create the document in 6x9 mode.

1. In Print/Page Setup/
 - a. Paper: Select Custom. Width = 6", Height = 9"
 - b. Margins: Top = 0.9, Bottom = 0.48. [$9 - 0.9 - 0.48 = 7.62$ " body ht. Nothing in footer]
 - c. Margins: Left=0.56; Right= 0.56. [$6 - 1.12 - 0.2 = 4.68$ " body width]
 - d. Margins: Gutter = 0.2; Alternating
 - e. Margins/Orientation: Portrait
 - f. Margins/Pages/Multiple Pages: Mirror Margins
 - g. Header+Footer: Header = 0.4; Footer = 0.2
 - h. Apply to: Whole Document
2. In File, select SAVE. [Save 6x9 master]
3. In File, SAVE AS to save to a new temp file including LTR in File Name.

Step 2A: Print 6x9 two-up on Letterhead with No-Shrinkage (page full size)

1. Open new file with LTR in file name. Do not change old 6x9 original.
2. In Print/Page Setup/
 - a. Paper: Select Letter [Word automatically enters height and width]
Margins/Orientation: Landscape
Note: This flips margins! Top=Bottom = 0.56; Left=0.48, Right=0.9.
 - b. Margins/Pages/Multiple Pages: 2 per page
 - c. Margins: Gutter = 0. [Don't leave empty]
 - d. Margins: Top = 0.56, Bottom = 0.56. [Created by MS Word]
Change to Top = 0.76, Bottom = 0.36. [To separate top of body from Header]
 - e. Margins: Inside = 0.49; Outside = 0.9". [Created by MS Word]
Change to 0.3" and 0.3" [To get 4.7" body width: $(11.5 - 4 * 0.3) / 2 = 5.65$]
 - f. Header+Footer: Header = 0.4; Footer = 0.2 [Leave untouched]
 - g. Apply to: Whole Document
3. In Print, press PRINT to PDF.
4. In File, select SAVE [Do not do any editing in this temp file]
Do not use this file as the basis for your 6x9 file. Consider this a temp file.

Problem: It is all but impossible to fit two 6x9 pages onto a letter size page without shrinkage.

Step 2B: Print 6x9 two-up on Letterhead with auto-shrinkage

1. Open file. Do not change old 6x9 original settings.
2. In Print/Page Setup/
 - a. Margins/Pages/Multiple Pages: 2 per page
3. Press PRINT. Do not do anything else ☺ Do not change paper size, orientation, etc.