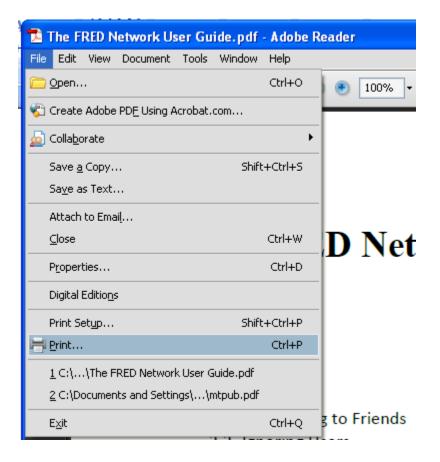
How to Create a Booklet from a PDF File in Acrobat Pro/ Reader 9:

To download the latest version of Adobe Acrobat Reader, please go to

http://get.adobe.com/reader/

- Open the PDF that you wish to print as a booklet in Acrobat Reader 9.
- In the top left-most corner, select **File** and then **Print**.



- Alternatively, you could press "**Ctrl**" + "**P**" or simply click on the print window.

- In the **Page Scaling** section of the print window, select **Booklet Printing**.

Print	×
Printer	
Name: HP LaserJet 1200 Series P5 (MS)	Properties
Status: Ready	Comments and Forms:
Type: HP LaserJet 1200 Series PS (MS)	Document and Markups
Print Range	Preview: Composite
O Current view	
O Current page	<u>к </u>
Subset: All pages in range	↑ []
Reverse pages	The FREE Points for Colle Materia 127
Copies: 1 Collate	8.5
Page Scaling: Booklet Printing 🗸 🗸	The second
Booklet subset: Fit to Printable Area	
Sheets fro Multiple pages per sheet	*
Auto-Rotate Pages Binding: Lert	
Print to file	Units: Inches
	1/4 (1)
Printing Tips Advanced	OK Cancel

- This method prints to whatever default paper is selected by the printer. To change the paper selection, click on the **Properties** button and select the appropriate paper size.
- Note: The Properties dialog box will vary from one manufacturer to another.
- Print by clicking on the **OK** button.

Printing a Booklet on a Non-Duplex Printer:

- If your printer allows only single-sided printing, you will need to create the booklet prior to printing it out. To do so, open the PDF you wish to print in your Acrobat Pro or Reader software.
- Follow the same instructions above to navigate to the print window. ("**Ctrl**" + "**P**" or the icon.)
- Once there, adjust the Name field to Adobe PDF. Adjust Page Scaling to Booklet Printing and adjust Booklet Subset to Both Sides.

Print	\mathbf{X}
Printer Name: Adobe PDF	Properties
Status: Ready	Comments and Forms:
Type: Adobe PDF Converter	Document and Markups
Print Range All Current view	Preview: Composite
O Current page	k
OPages 1-5	
Subset: All pages in range 👻	
Reverse pages	
Page Handling Copies: 1 Collate	8.5
Page Scaling: Booklet Printing	
Booklet subset: Both sides Sheets from 1	×
Auto-Rotate Pages Binding: Left	
Print to file	Units: Inches
Print color as black	1/4 (1)
Printing Tips Advanced Summarize Comments	OK Cancel

- At this point Adobe will prompt you to save the file. This happens because, instead of printing to a printer, Adobe is printing to a file. Choose a file name and save the document to the location of your choice.

- Click **OK** to print your PDF to a file.
- Once Adobe has created the booklet version of your PDF, it will open the finished document automatically.
- The final steps are to point the Adobe software back to your printer (reversing the PDF selection made earlier), and to print the finished booklet.
- To do so, navigate to the print window once more and adjust the Name field back to your printer of choice (in our example HP Laser Jet 1200 Series PS (MS)) and adjust the Page Scaling field to Fit to Printable Area.

Print	×
Printer	
Name: HP LaserJet 1200 Series PS (MS)	Properties
Status: Ready	Comments and Forms:
Type: HP LaserJet 1200 Series PS (MS)	Document and Markups
Print Range	Preview: Composite
O Current view	
Current page Pages 1 - 5	1000 T
Subset: All pages in range	dan and a second s
Page Handling	
Copies: 1 🗢 🗌 Collate	11
Page Scaling: Fit to Printable Area	
Auto-Rotate and Center	
Choose paper source by PDF page size	
Use custom paper size when needed	
Print to file	Units: Inches Zoom : 96%
Print color as black	1/4
Printing Tips Advanced Summarize Comments	OK Cancel

- Print by clicking on the **OK** button.