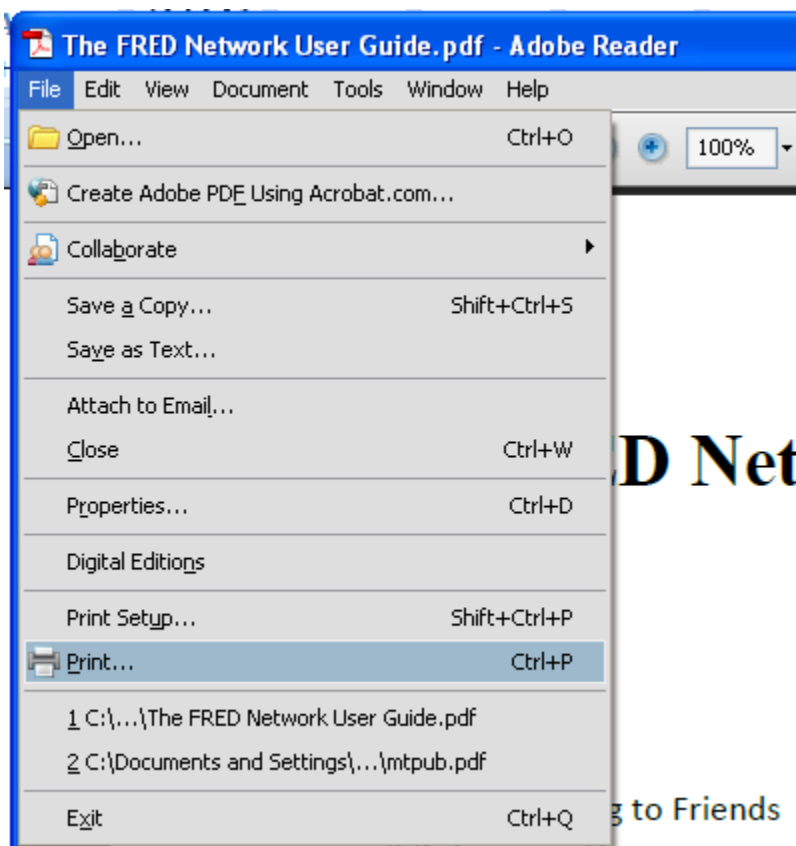



## How to Create a Booklet from a PDF File in Acrobat Pro/ Reader 9:

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

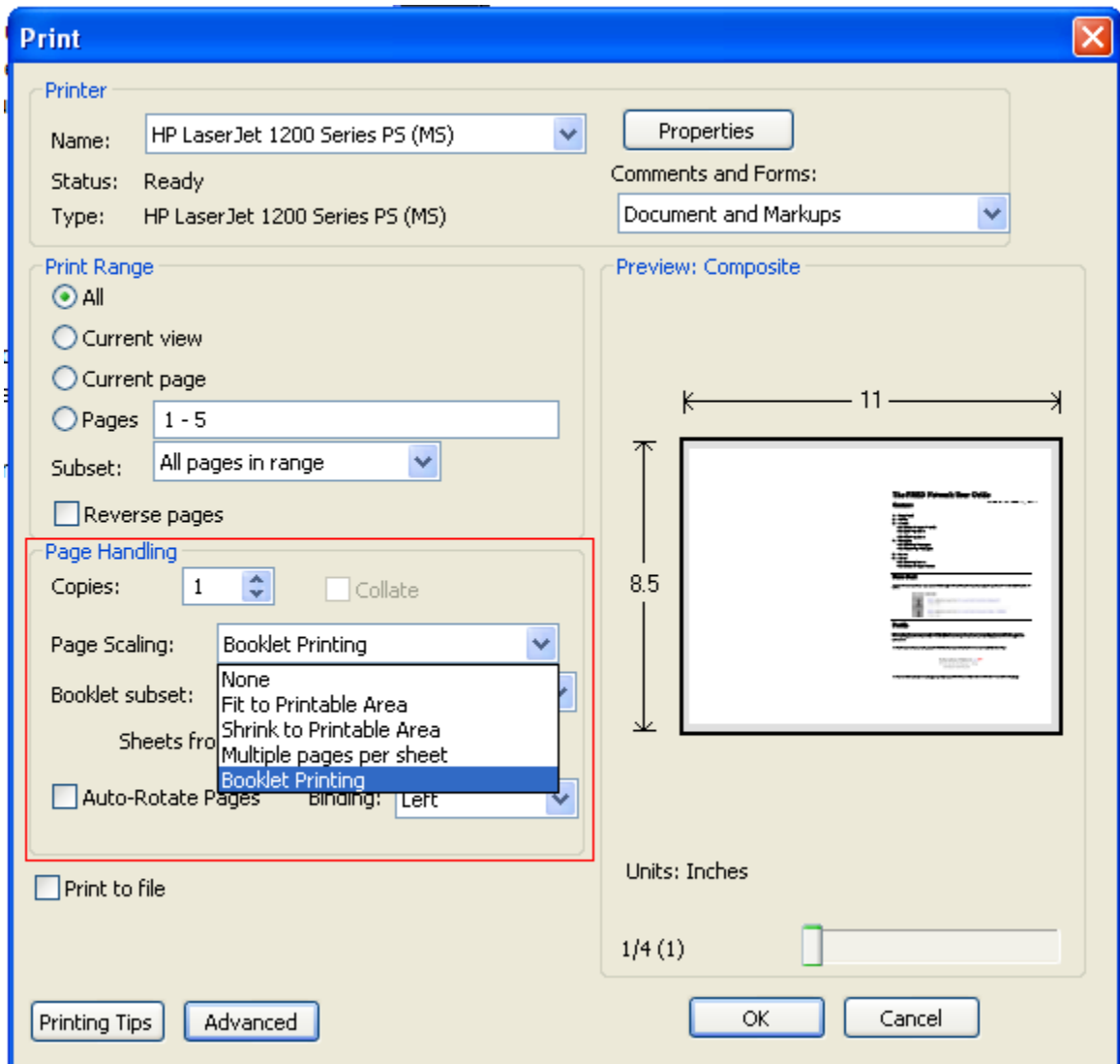
<http://get.adobe.com/reader/>

- 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  icon to launch the print window.

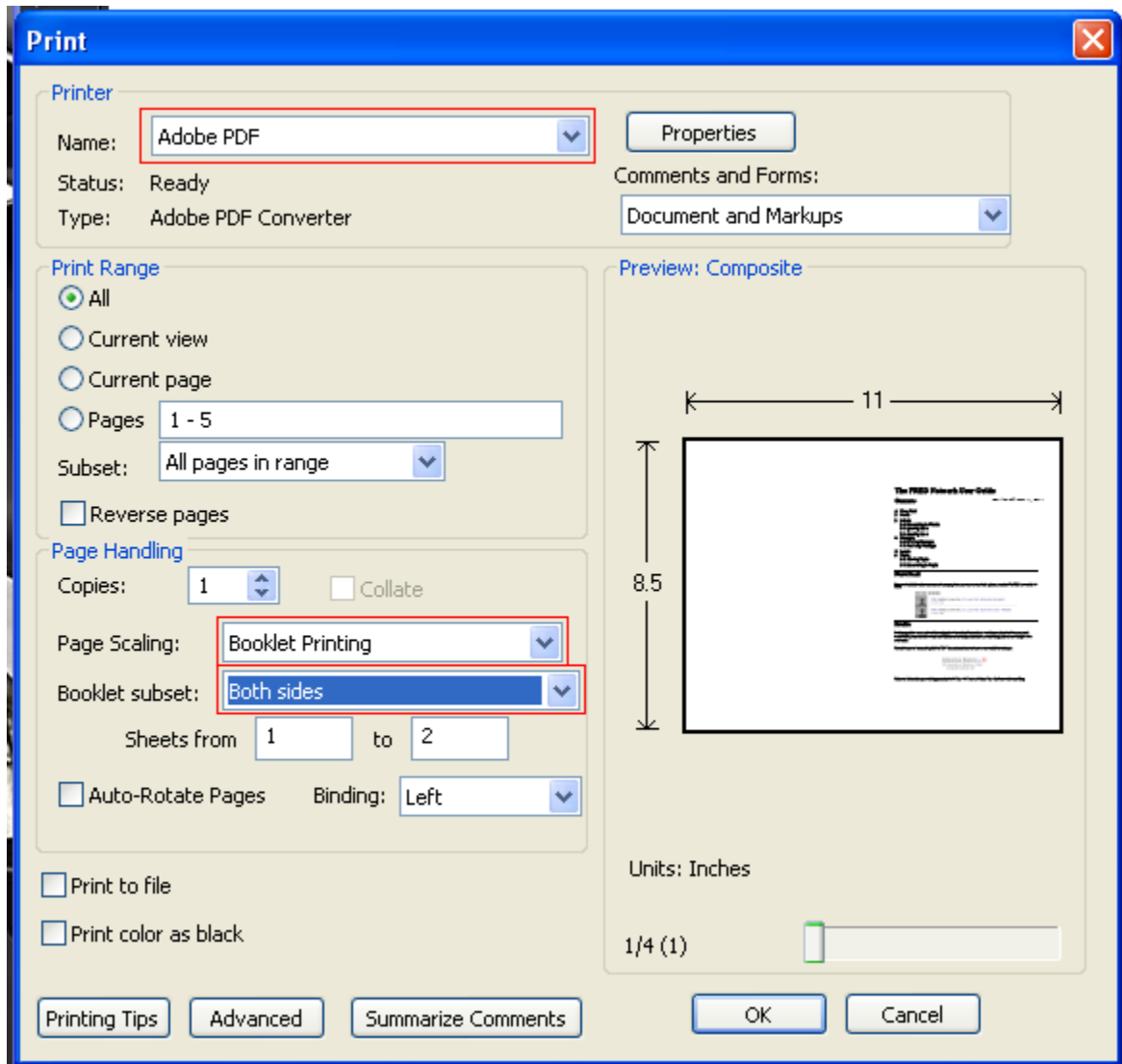
- In the **Page Scaling** section of the print window, select **Booklet Printing**.



- 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.

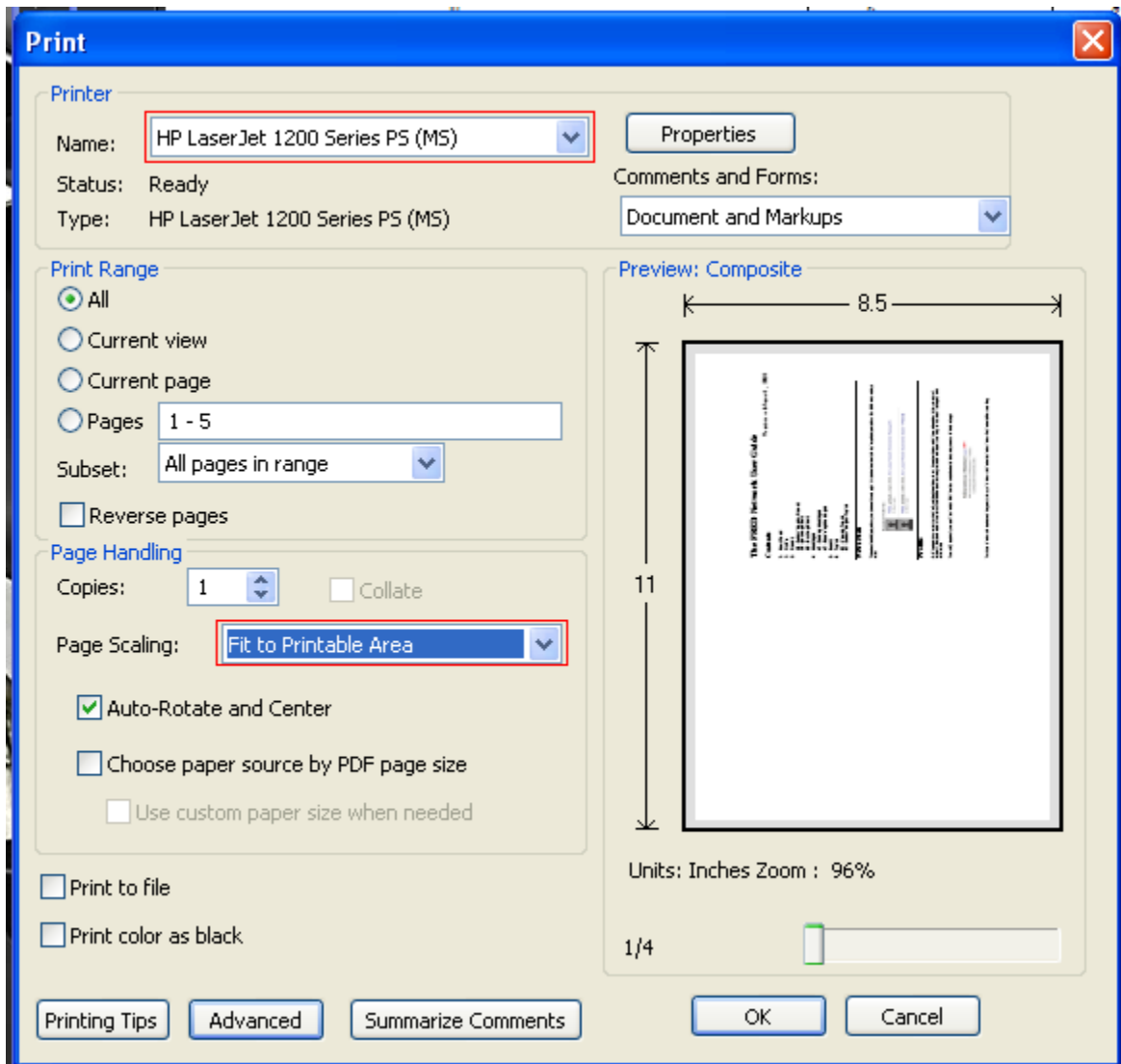
## Printing a Booklet on a Non-Duplex Printer:

- 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**.



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