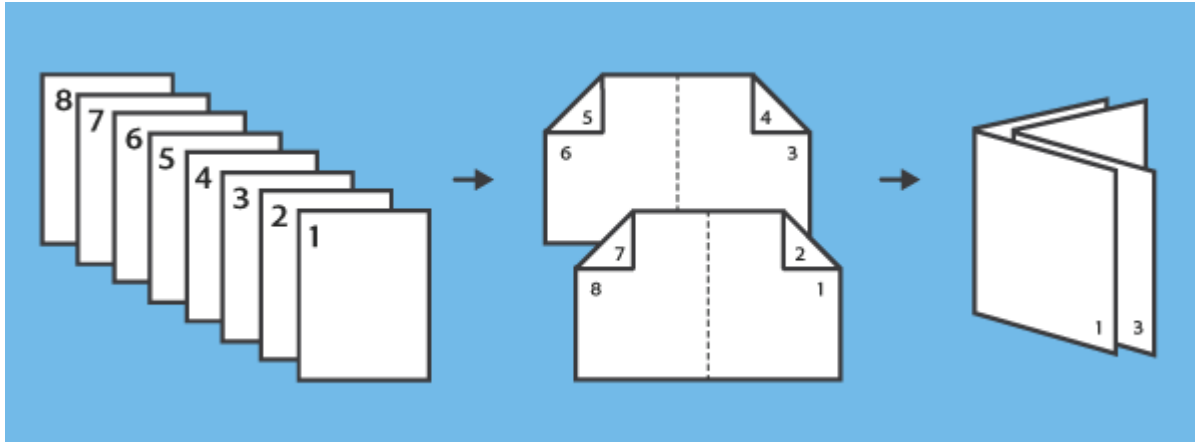


Print booklets using Acrobat or Reader

| Also Applies to Adobe Acrobat 9, Adobe Acrobat X, Reader

You can print the **downloaded** meeting list PDF document as a booklet.

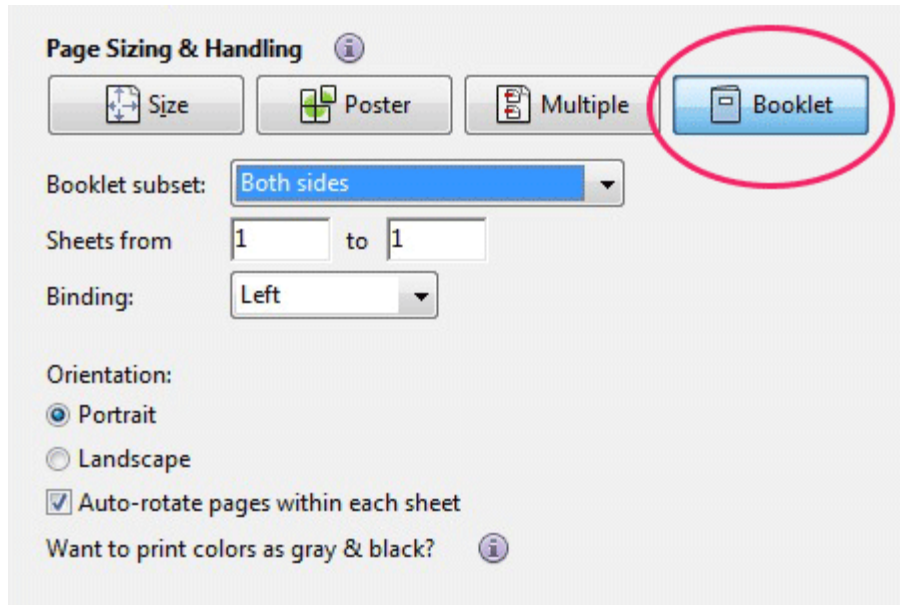


Multipage PDF printed as a booklet: four pages per sheet, printed both sides, left-side binding.

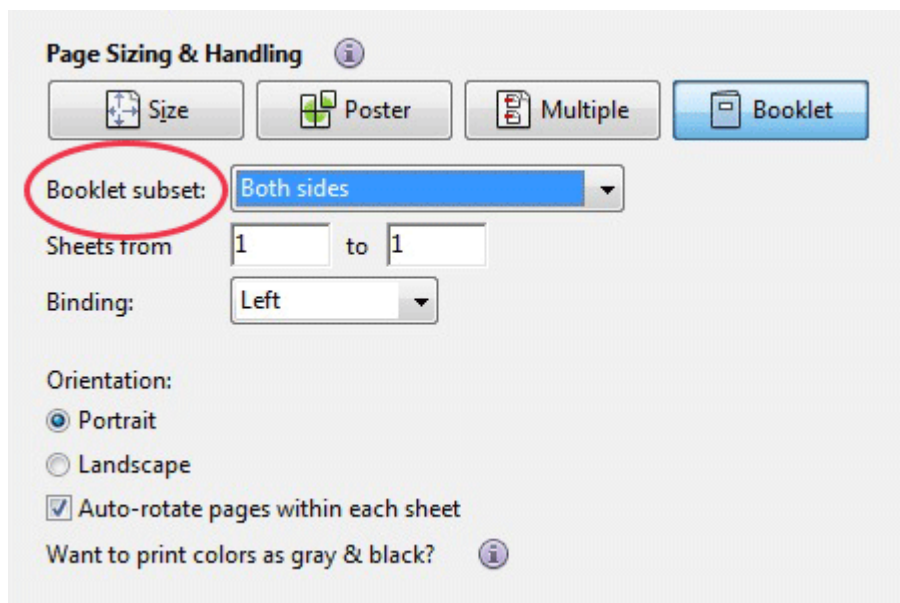
Reader and Acrobat X

Print a multi-page document as booklet: *YOU MUST open Acrobat first; use it to open the PDF file. (Do a web search for Acrobat to download a FREE version if you don't have it already.)*

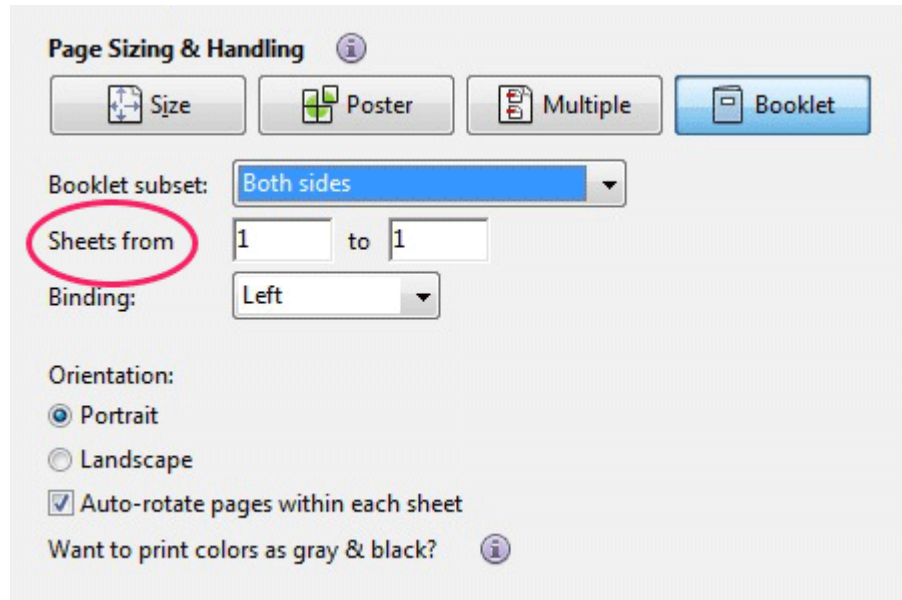
1. Choose **File > Print**.
2. Select a printer from the menu at the top of the Print dialog box.
3. In the **Pages to Print** area, select which pages you want in the booklet.
All prints pages from front to back.
4. Under Page Sizing & Handling, choose **Booklet**.



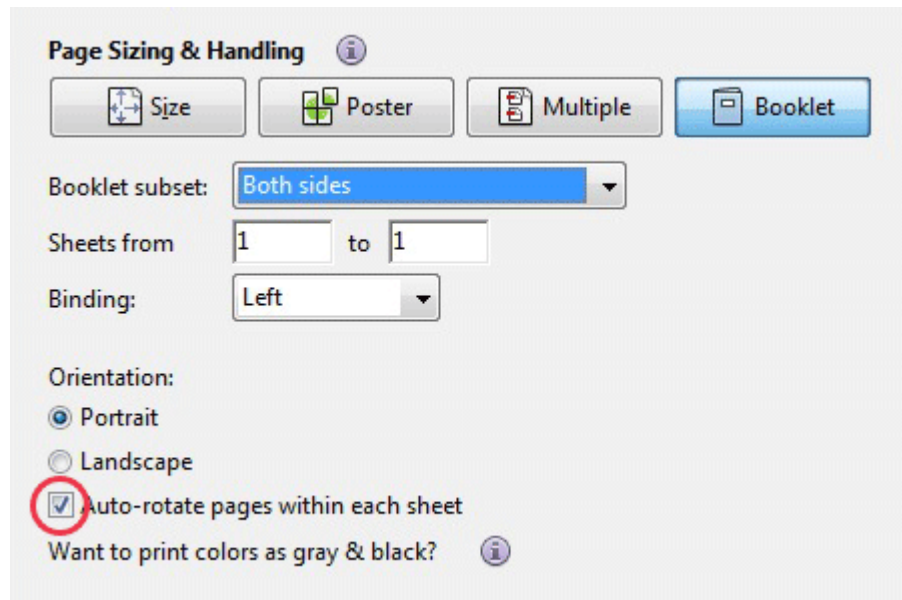
5. In the Booklet Subset pop-up menu, select one of the following options: **Both sides** (duplex printers) automatically prints both sides of the paper, if your printer supports automatic duplex printing
6. **If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides. Front side only (First print)/ Back side only (Second print)**(for non-duplex printers). **Reloading paper Note:** *When the first print is complete take the stack of printed papers and flip the stack "End over End" as if you would a playing card. Then perform the Back side only (Second print)*



7. *Leave the numbers in the Sheets From boxes as they are.* Acrobat or Reader determines which sheets must print to accommodate the print job. For example, if you have a 16-page PDF and you selected All in the Print Range area, then sheets 1 through 4 print.



8. Select **Auto-Rotate Pages** to automatically rotate each page for the best fit in the printable area.



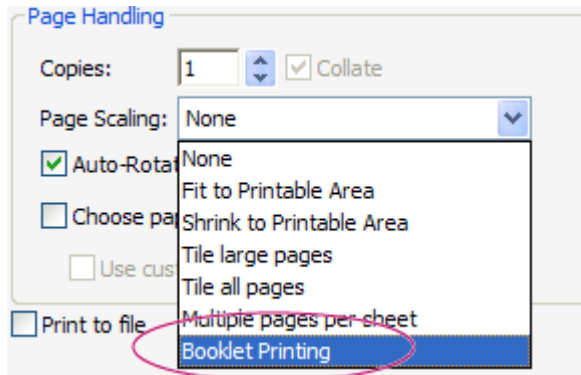
Collating and Stapling: Take the bottom page of the stack and place it in a new pile. Take the next page and place it on top until ALL the pages have been collated. Then fold the pages to form a BOOKLET. Staple at the bottom and top of the fold, from the outside, so that the staple ends are on the inside of the crease.

Acrobat and Reader 9

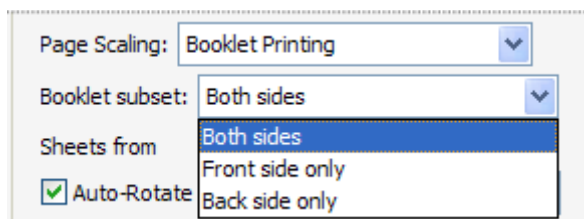
Print a multi-page document as booklet: *YOU MUST open Acrobat first; use it to open the PDF file. (Do a web search for Acrobat to download a FREE version if you don't have it already.)*

Choose File > Print.

1. Select a printer from the menu at the top of the Print dialog box.
2. In the Print Range area, specify which pages to print:
All Prints pages from front to back.
3. From the Page Scaling pop-up menu, select Booklet Printing. Additional controls appear beneath the Page Scaling pop-up menu.

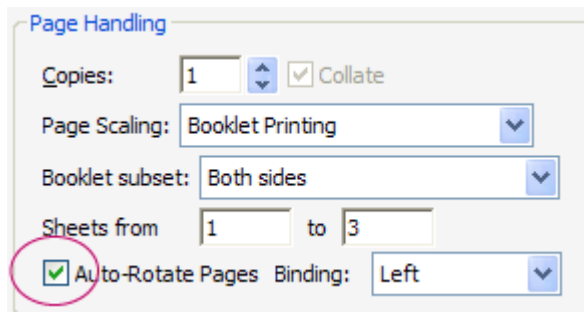


4. In the Booklet Subset pop-up menu, select one of the following options:
Both sides (Duplex printers) Automatically prints both sides of the paper, if your printer supports automatic duplex printing.

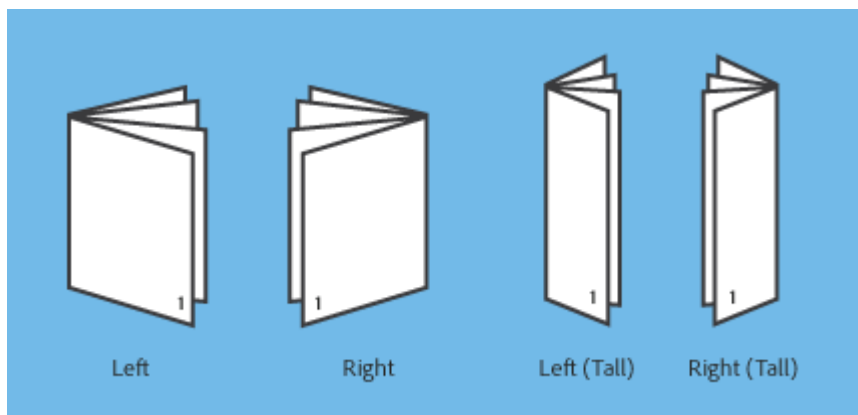


9. **Front side only / Back side only (for non-duplex printers)** *If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides. Front side only (First print)/ Back side only (Second print)(for non-duplex printers).*
Reloading paper Note: *When the first print is complete take the stack of printed papers and flip the stack "End over End" as if you would a playing card. Then perform the Back side only (Second print)*

5. Leave the numbers in the Sheets From boxes as they are. Acrobat or Reader determines which sheets must print to accommodate the print job. For example, if you have a 16-page PDF and you selected All in the Print Range area, then sheets 1 through 4 print.
6. Select Auto-Rotate Pages to automatically rotate each page for the best fit in the printable area.



7. Choose an option from the Binding pop-up menu:



8. Click OK or Print.

Collating and Stapling: Take the bottom page of the stack and place it in a new pile. Take the next page and place it on top until ALL the pages have been collated. Then fold the pages to form a BOOKLET. Staple at the bottom and top of the fold, from the outside, so that the staple ends are on the inside of the crease.