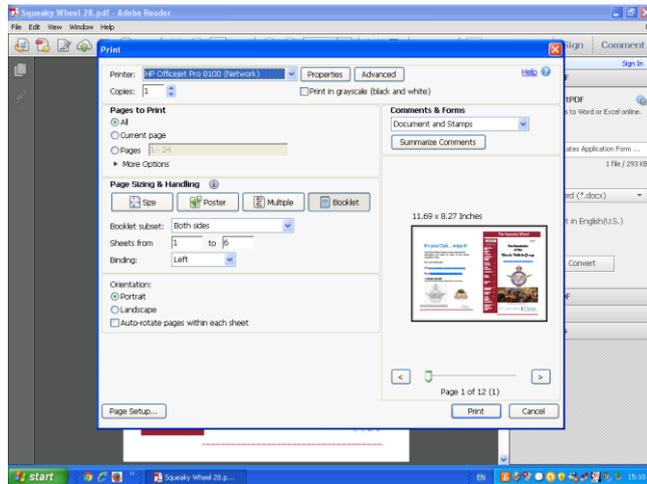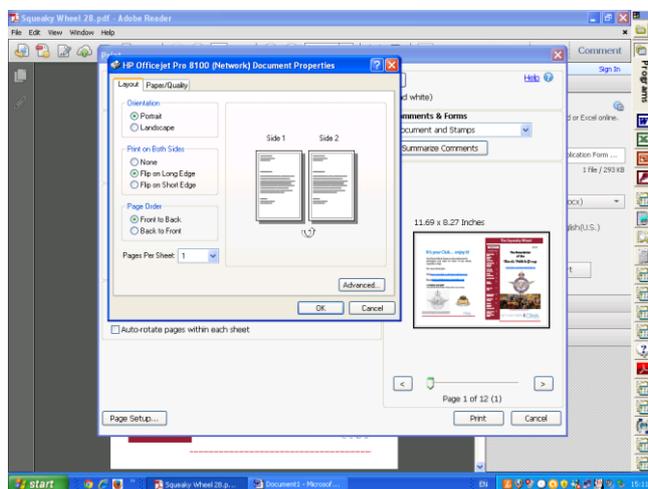# To print a booklet from Adobe PDF Reader

From drop-down menu   File, select print then:

1. select Booklet
2. if printer is set up as *duplex* (two sided printing) select booklet subset – **Both sides** else select **Front side only** and after printing select **back side only** and turn the paper over and put it back into the printer.
3. Set Binding **left**
4. Orientation **Portrait**
5. Auto-rotate pages is **not checked**.
6. If the printer is duplex then select printer **properties**

a. And layout as **portrait** and Print on both sides – **Flip on long edge**
b. Page order – **Front to back**
c. Pages per sheet **1**

7. Then **OK** to return to the print page

8. and **PRINT**