

## ***How to print this guide as a booklet.***

- Use **File > Print**, or **CTRL-P**, to open the print dialog
- Select the printer to use from the drop-down list
- Press **Properties**
- Set **Paper Size** to **A4** or **Letter** to match size of paper in printer
- Press **OK** to return to main print dialog
- Set **Pages to Print** to **All**
- Set **Page Sizing & Handling** to **Size** and select **Shrink oversized pages**
- Set **Orientation** to **Auto portrait/landscape**
- Set **Comments & Forms** to **Document**
- Set **Print Sizing & Handling** to **Booklet**
- Set **Auto-rotate pages within each sheet** to **ON**

*Next: for printers **with** automatic double-sided printing:*

- Set **Booklet subset** to **Both sides**
- Press **Print**
- After the paper sheets have printed, remove from printer, check they are in order, fold into a booklet and staple.

*Finished.*

*Next: for printers **without** automatic double-sided printing:*

- Set **Booklet subset** to **Front side only**
- Press **Print**
- After the paper sheets have printed, remove from printer, flip them over and place them back in the paper feed tray.
- Use **File > Print**, or **CTRL-P**, to re-open the print dialog.
- Set **Print Sizing & Handling** to **Booklet**
- Set **Booklet subset** to **Back side only** and press **Print**
- After the paper sheets have printed, remove from printer, check they are in order, fold into a booklet and staple.

*Finished.*

Note: Some pdf reader versions may label its print functionality slightly differently to the terminology used above.