

Printing Booklets:

In order to print the booklet in the correct page sequence, the paper will need to be fed through the printer twice (manual duplex printing).

1. Open the pdf file from the "Booklet" directory in Acrobat Reader*.
2. Form the "File" menu choose "Print".
3. In the "Print Range" section, next to "Subset" choose "Odd pages only" from the drop-down list box. The check the box to the right (Reverse pages) should NOT be checked.
4. Click "OK".
5. After all pages have printed, remove the printed pages from the output tray and place them back into the printer input tray. Printed side should be UP (exactly how they were in the output tray).
6. Form the "File" menu choose "Print".
7. In the "Print Range" section, next to "Subset" choose "Even pages only" drop-down list box and check the box to the right "Reverse pages". Reversing the pages will print the even pages on the back of the odd pages in the correct order.
8. Click "OK" - you will now be printing on the back of the pages that you already printed.
9. Remove printed pages from the output tray and fold in the center.
10. It may be necessary to re-sort the order of the pages at this point to get them in the correct sequence.

* Adobe Acrobat Reader can be downloaded for free from www.adobe.com

** For any printing problems, please refer to the printer manufacturers documentation (or web site) for information on "Manual Duplex" printing with your particular printer model.