HOW TO PRINT A BOOKLET FROM A DOWNLOAD

The instructions are for **Adobe Acrobat Reader** but can be adapted for other PDF Readers Print the **Cover** and **Interior** separately to allow for easy printing of more than one copy

1. Click the PRINT version of the booklet and it will open as a PDF file in your browser		
2. To download it – right click anywhere on the booklet on the screen and click 'Save as' on the menu		
3. Select where you want to save the booklet in your documents and click 'Save'		
4. Find the saved booklet in your documents and open it in Adobe Acrobat Reader		
Top Left-hand Corner of Acrobat Reader	실 God Loves You - Print.pdf - Adobe Acrobat Reader DC	
5. Click the Print icon	FileEditViewWindowHelpHomeToolsGod Loves You - Pri ×	
Customise the Print Window Yeint X		
6. Number of copies you want	Printer: HP Officejet Pro 8600 (Network) Properties Advanced Help () Copies: 1 1 Save ink/toner 0	
7. <u>Do not</u> tick 'Print in greyscale'	Pages to Print Comments & Forms O All Document and Markups	
8. Select 'Pages'	© Pages 1-2	
9 Type 1-2 for Cover	More Options Document: 11.7 x 8.3in	
Type 2.6 for Interior	Page Sizing & Handling Ø	
(For an Extra Booklet the number of pages will wand	Size Poster Multiple Booklet	
(For an Extra Bookiet the humber of pages win vary)	O Fit 11.69 x 8.27 Inches	
10. Click Size	Shirink oversized pages	
11. Select 'Actual size'	O Custom Scale: 100 % Choose paper source by PDF page size Image: State	
12. Tick 'Print on both sides of the paper'	Print on both sides of paper Dilin on chost edge Print on both sides of paper Dilin on chost edge	
13 Select 'Elin on short edge'	Orientation:	
13. Select The on short cage -	O Auto portrait/landscape	
14. Select 'Auto portrait/landscape'	O Landscape	
	< Page 1 of 2 (1)	
15. CIICK 'Properties'	Page Setup Print Cancel	
Customics the Drinting Draft second	Printing Preferences X	
customise the Printing Preferences –	Layout Paper/Quality	
<u>Layout Tab</u>	Orientation:	
	Side 1	
16. Portrait	Print on Both Sides:	
	Flip on Short Edge	
17 Flip on Short Edge	Page Order:	
18 Front to Back	● Pages per Sheet 1 v	
	O Booklet	
	Draw Borders	
19. Select 'Pages per Sheet'		
20. 1		
	Advanced	
21. Click the Paper/Quality tab 🖊	OK Cancel	

Customise the Printing Preferences – Paper/Quality Tab 22. Select 'Best' or 'Normal' for the Cover 'Normal or 'Draft for the Interior 23. Click OK 24. For the Cover put card in the printer's pape For the Interior use paper	Printing Preferences Import Paper/Quality Tray Selection Paper Source: Pinter Auto Select Paper Size: A4 Media: Plain Paper Quality Settings Quality Settings Quality Settings OK Cancel Per tray (160 g/m ² works well)
Print 25. Click Print	Pinter HP Officejet Pro 8600 (Network) Properties Advanced Hefe O Copies: Pinter Pinter in grapscale (black and white) Save ink/tore O Page to Pint Ourment and Markups Sages 12 Nore Options Page Sizing & Handling O Spize Poster Multiple Booklet Fit Octorest 20 Agaes Shrink oversized pages Shrink oversized pages Ciotons cale: Pinto no both sides of page Pinto no both sides of page Cionation: Okino portavit/andscapes Orientation: Okino toth sides of pages Cionation: Okino toth sides of pages Cionation: Okino toth sides of page Ping on long edge: Ping on long edge:
 26. Fold both the Cover and Interior in half Put the Interior inside the Cover - check orientation is correct and pages are in the right order 27. Open the booklet up and staple it twice in the centre fold with a long-arm stapler Fold it again and you have your booklet 	