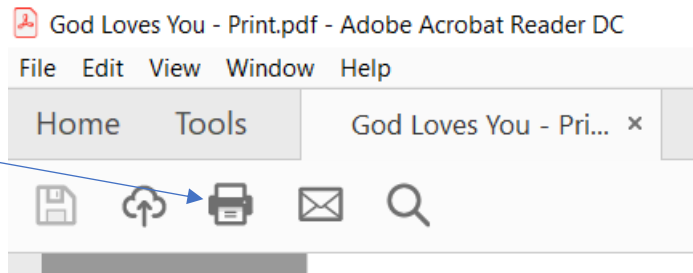# HOW TO PRINT A BOOKLET FROM A DOWNLOAD

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

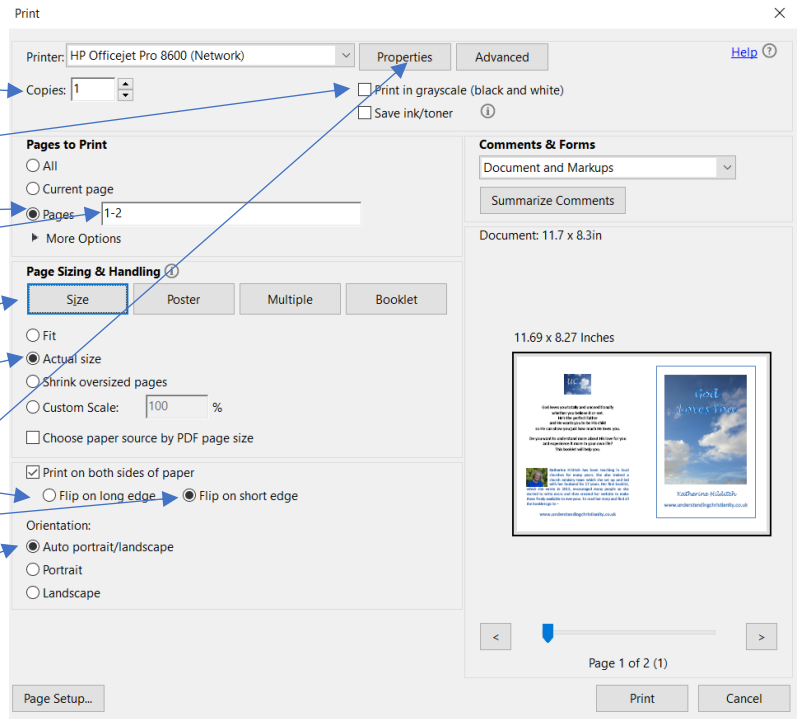| |
|---|
| 1. Click the **PRINT** version of the booklet and it will open as a PDF file in your browser |
| 2. To download it – right click anywhere on the booklet on the screen and click '**Save as…**' on the menu |
| 3. Select where you want to save the booklet in your documents and click '**Save**' |
| 4. Find the saved booklet in your documents and open it in Adobe Acrobat Reader |

Top Left-hand Corner of Acrobat Reader
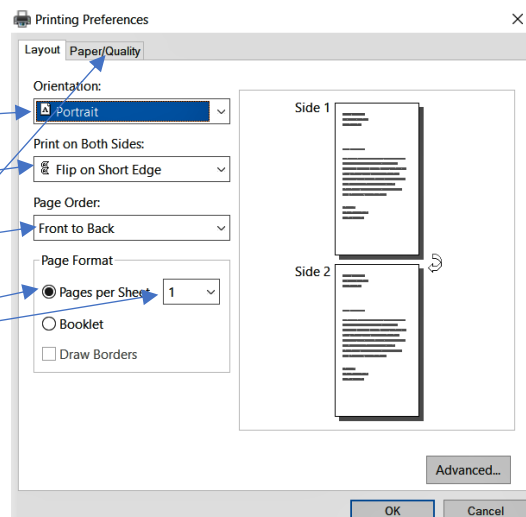
5. Click the Print icon

Customise the Print Window

6. Number of copies you want

7. Do not tick 'Print in greyscale'

8. Select 'Pages'

9. Type 1-2 for **Cover**
   Type 3-6 for **Interior**
   (For an Extra Booklet the number of pages will vary)

10. Click Size

11. Select 'Actual size'

12. Tick 'Print on both sides of the paper'

13. Select 'Flip on short edge'

14. Select 'Auto portrait/landscape'

15. Click 'Properties'

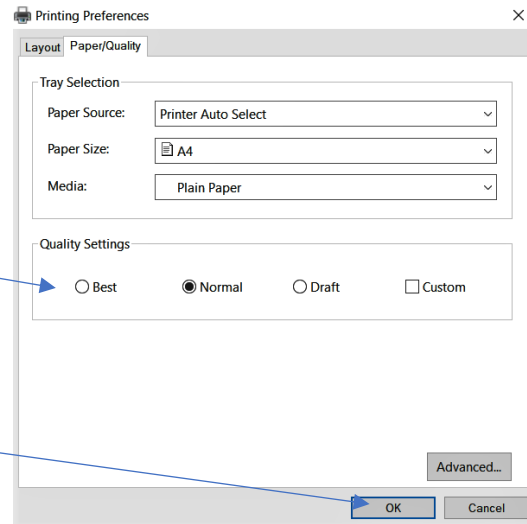**Customise the Printing Preferences –
Layout Tab**

16. Portrait

17. Flip on Short Edge

18. Front to Back

19. Select 'Pages per Sheet'

20. 1

21. Click the Paper/Quality tab

Customise the Printing Preferences – Paper/Quality Tab

22. Select 'Best' or 'Normal' for the **Cover**
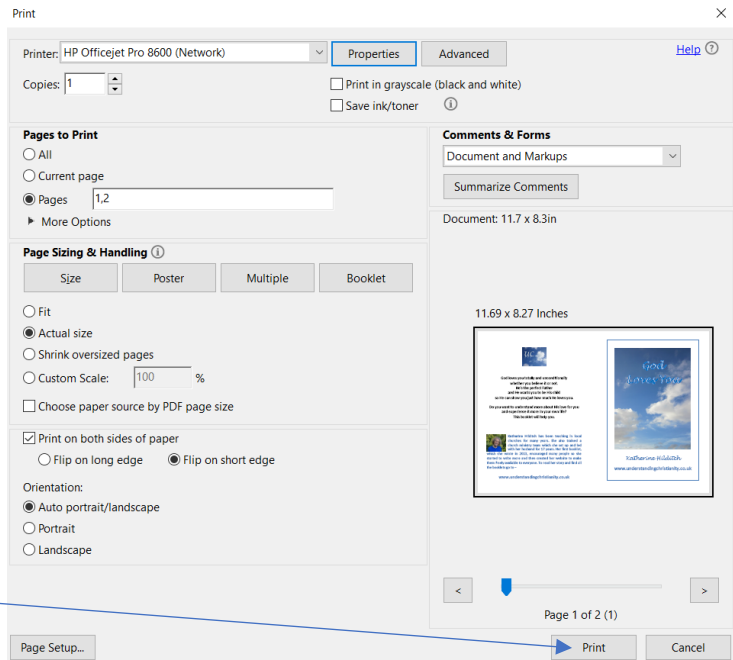   'Normal or 'Draft for the **Interior**

23. Click OK

24. For the **Cover** put card in the printer's paper tray (160 g/m^2 works well)
    For the **Interior** use paper

Print

25. Click Print

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