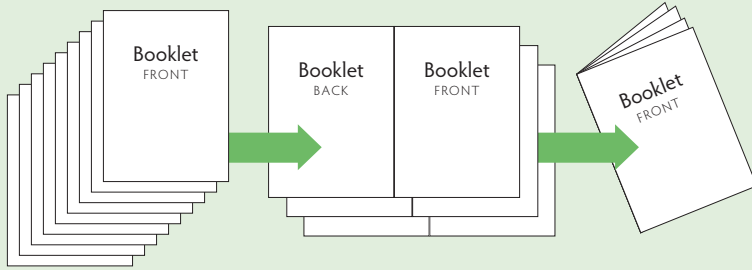


# Printing a double sided **Booklet** project with Adobe Acrobat Reader



Combine single pages → to booklet laid out prints → and fold into a booklet

My printer: .....

**Printing a Booklet with Adobe Acrobat Reader** is in part like printing a double sided Landscape project. Use this guide if your printer can't turn pages automatically, or you choose to do it manually for better quality or when using special paper.

## 1

Open the test file **Booklet Test File** in **Adobe Acrobat Reader**. This file has 12 single pages. Print this on A4 or Letter size.

1. Click **Booklet**
2. Choose **Booklet subset: Front side only**
3. Choose **Binding: Left**
4. Choose **Orientation: Portrait**
5. Check **Auto-rotate pages within each sheet**
6. Click **Print**

### Page scaling

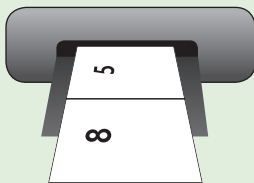
It's a good practice to check option "Actual size" to make sure your prints come out the right size. You can choose to scale your prints too if preferred.

When it comes to Booklet mode, smaller sizes will remain actual size if chosen, but the same size or larger will be scaled down to fit the page.

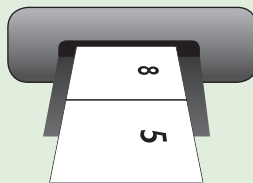
You will get 3 sheets and the top one will have page 8 and 5 (if using our test file). **Note the way they are delivered here:**

### The pages comes out this way:

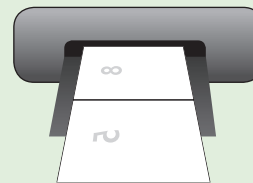
**Portrait way**  
short side towards printer



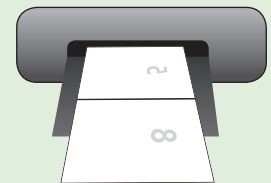
Pages face up, top to the left



Pages face up, top to the right

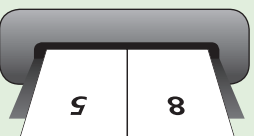


Pages face down, top to the left

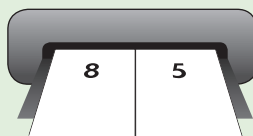


Pages face down, top to the right

**Landscape way**  
long side towards printer



Pages face up, top away from printer



Pages face up, top towards printer



Pages face down, top towards printer



Pages face down, top away from printer

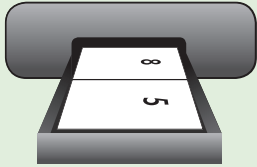
Continue on next page! →

# 2

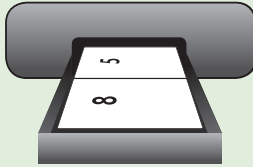
Now **reload** your printed pages. Choose how you reload below:

## I reload my papers **laying down** in a tray or feed slot

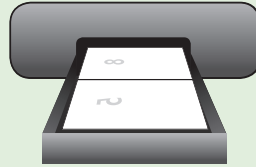
**Portrait way**  
short side towards printer



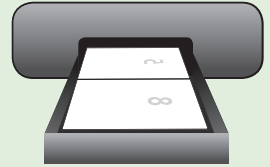
Pages face up, top to the right



Pages face up, top to the left

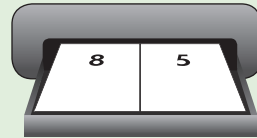


Pages face down, top to the left

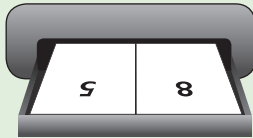


Pages face down, top to the right

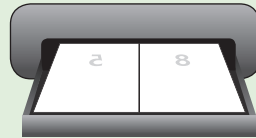
**Landscape way**  
long side towards printer



Pages face up, top towards printer



Pages face up, top away from printer



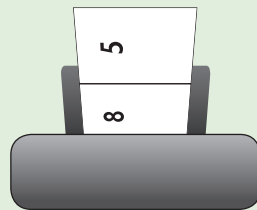
Pages face down, top towards printer



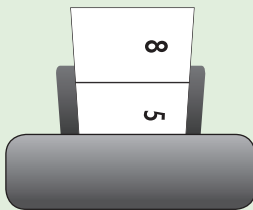
Pages face down, top away from printer

## I reload my papers **standing up** in the back or side feed slot

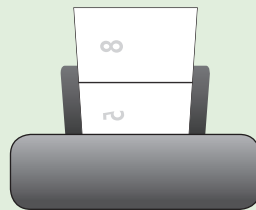
**Portrait way**  
short side towards printer



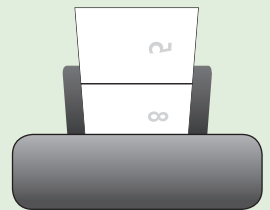
Pages face up, top to the left



Pages face up, top to the right

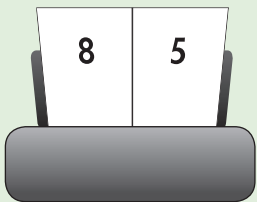


Pages face down, top to the left

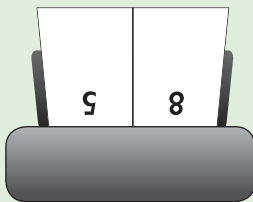


Pages face down, top to the right

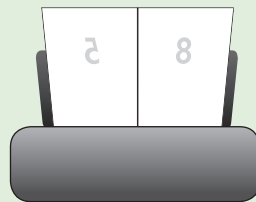
**Landscape way**  
long side towards printer



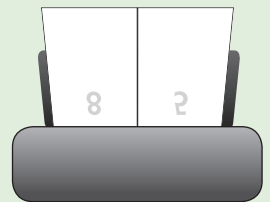
Pages face up, top upwards



Pages face up, top downwards



Pages face down, top upwards



Pages face down, top downwards

# 3

Now print remaining pages:

1. Click **Booklet**
2. Choose **Booklet subset: Back side only**
3. Choose **Binding: Left**
4. Choose **Orientation: Portrait**
5. Check **Auto-rotate pages within each sheet**
6. Click **Print**

## Did it come out correctly?

**Yes!** Perfect. Make sure you checked how you reloaded. Now you have a cheat sheet for making booklets using this printer. **Save it for next time!**

**No?** Cross out the way you reloaded, reprint **Front sides only**, and then try another way of reloading the pages before you print **Back sides only** again. Continue until you get it right!