How to print an A5 folded booklet from an A4 PDF document.
This may vary depending on your school printer. It is always a good idea to do one test run first and then see if it works before doing a class set.

1. Open the PDF in Acrobat or Acrobat Reader.

2. Choose **File > Print**.

3. Select a printer from the menu at the top of the Print dialog box.

4. In the **Pages to Print** area, select which pages you want in the booklet.

   All prints all pages from front to back. This will give you a booklet with all the vocabulary – from TL to English, English to TL, all the grammar patterns, categories and expressions pages.

   Pages allows you to specify a page range for printing a smaller grouping of a large booklet. You divide a large booklet into smaller groupings, and then print each page range separately. For instance, if you only want to print the vocabular from your target language to English, select those pages from the pdf.

5. Under Page Sizing & Handling, choose **Booklet**.

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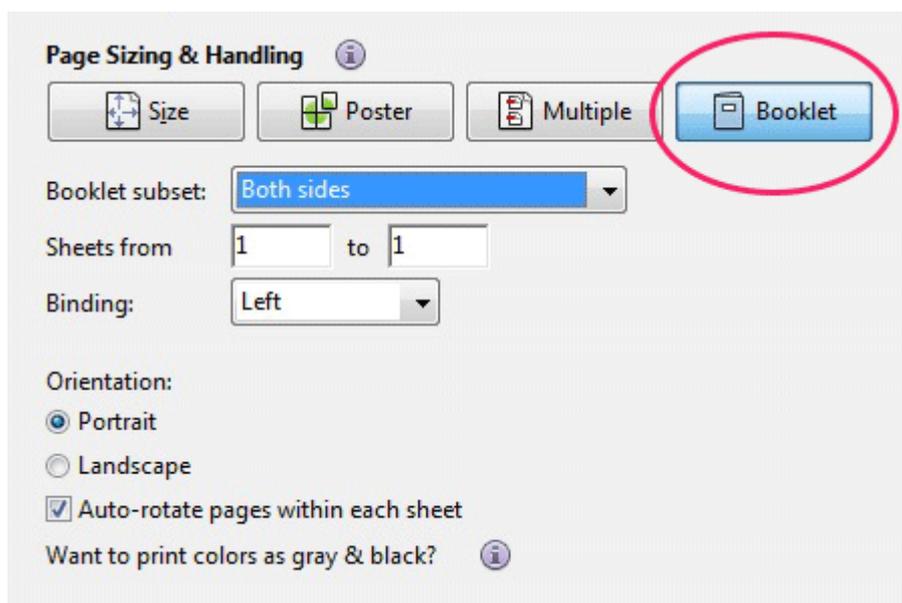
7. In the Booklet Subset pop-up menu, select one of the following options: **Both sides** (duplex printers) automatically prints both sides of the paper, if your printer supports automatic duplex printing, or **Front side only / Back side only** (for non-duplex printers). If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides.
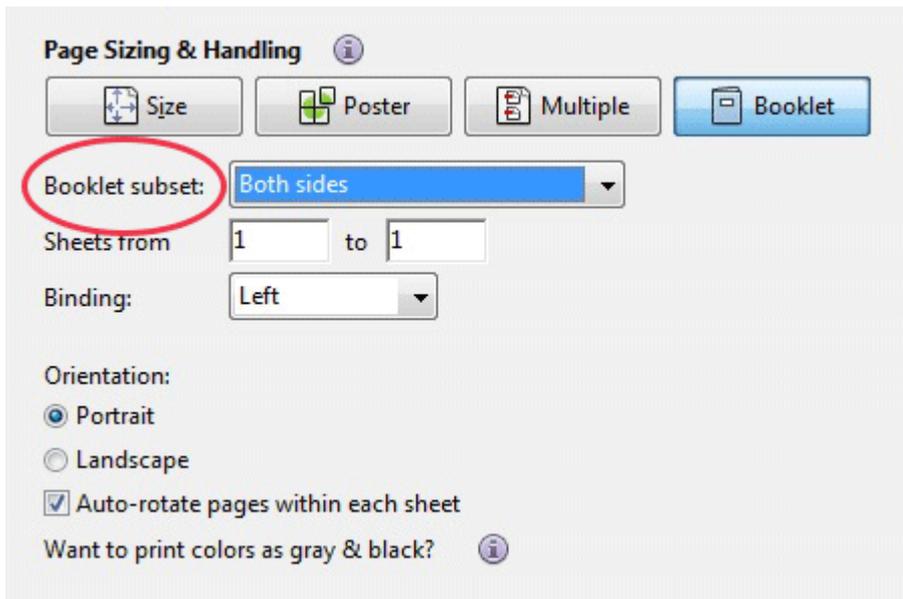
8. Leave the numbers in the Sheets From boxes as they are. Acrobat or Reader determines which sheets must print to accommodate the print job. For example, if you have a 16-page PDF and you selected All in the Print Range area, then sheets 1 through 4 print.
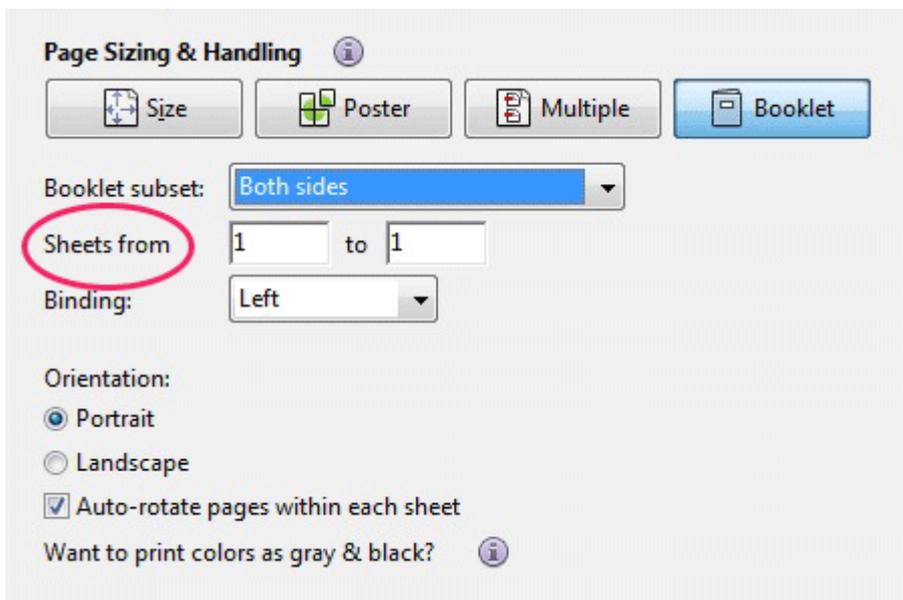
1. Select **Auto-Rotate Pages** to automatically rotate each page for the best fit in the printable area.
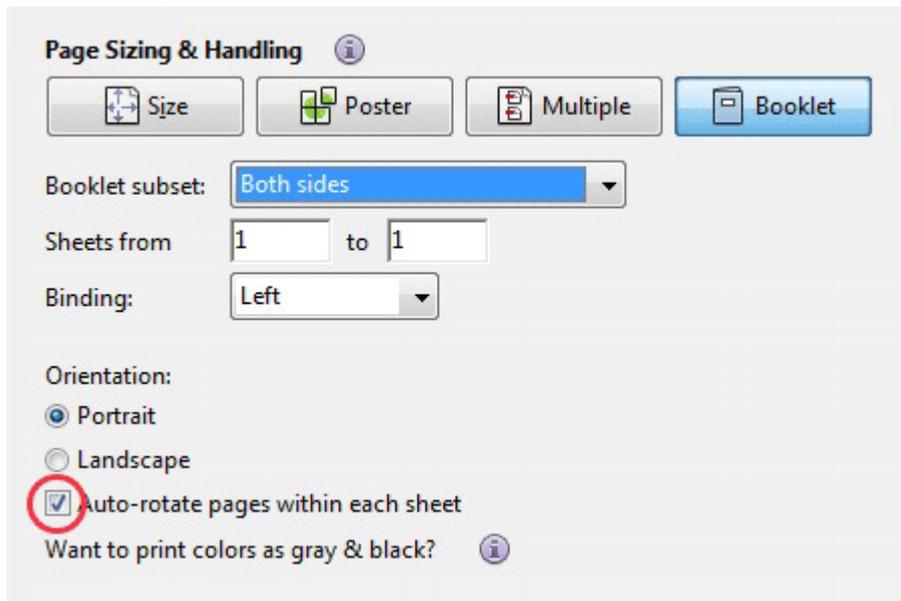
Some printers will also FOLD and STAPLE the document for you. How this happens depends very much on your printer – it may look something like this:

1. Press 'Printer Properties'
2. Click on the 'Finishing' Tab.
3. Press the 'Staple:' checkbox, select the desired position, then press 'OK'
4. Press 'Print'

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Print a multi-page document as booklet:

1. Choose File > Print.

2. Select a printer from the menu at the top of the Print dialog box.

3. In the Print Range area, specify which pages to print:
   All Prints pages from front to back.
   Pages Specifies a page range for printing a smaller grouping of a large booklet. You divide a large booklet into smaller groupings, and then print each page range separately.

4. From the Page Scaling pop-up menu, select Booklet Printing. Additional controls appear beneath the Page Scaling pop-up menu.
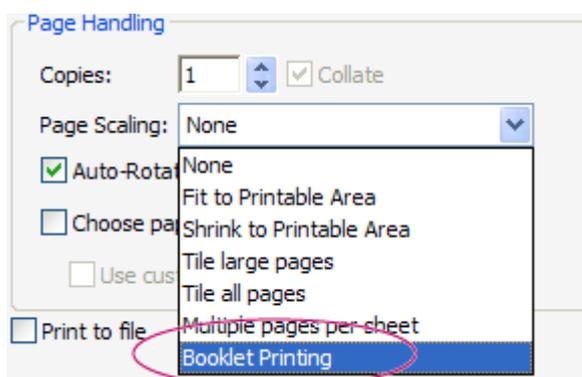
5. In the Booklet Subset pop-up menu, select one of the following options:
Both sides (Duplex printers) Automatically prints both sides of the paper, if your printer supports automatic duplex printing.

Front side only / Back side only (for non-duplex printers) If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides.

6. Leave the numbers in the Sheets From boxes as they are. Acrobat or Reader determines which sheets must print to accommodate the print job. For example, if you have a 16-page PDF and you selected All in the Print Range area, then sheets 1 through 4 print.

7. Select Auto-Rotate Pages to automatically rotate each page for the best fit in the printable area.
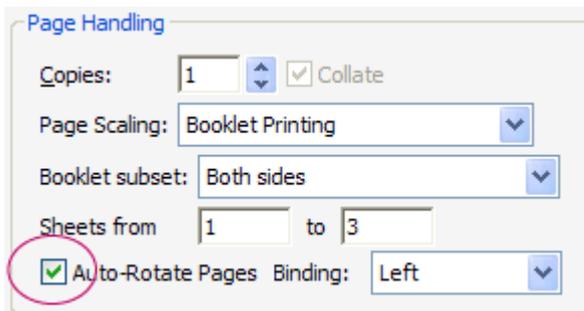
Choose an option from the Binding pop-up menu:
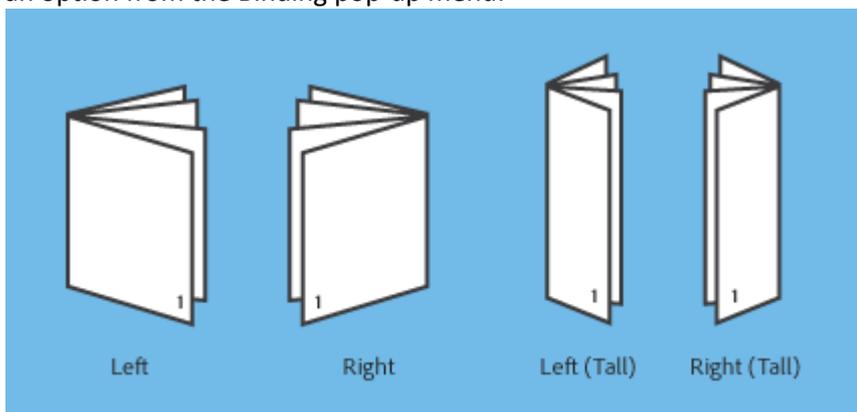
Click OK or Print.

[Print booklets using Acrobat or Reader (adobe.com)](adobe.com)