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**.
- 6. Under Page Sizing & Handling, choose **Booklet**.

Page Sizing & Handling 👔
Size Poster Multiple Booklet
Booklet subset: Both sides
Sheets from 1 to 1
Binding: Left 💌
Orientation:
Portrait
🔘 Landscape
Auto-rotate pages within each sheet
Want to print colors as gray & black? 👔

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.

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Booklet subset:	Both sides		
Sheets from	to 1		
Binding:	Left 🔹		
Orientation:			
Portrait			
C Landscape			
Auto-rotate pag	ges within each sheet		
Want to print colo	rs as gray & black?	<b>(i)</b>	

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.

Page Sizing & H	andling 🗊
Size	Poster 🕄 Multiple 🗖 Booklet
Booklet subset:	Both sides
Sheets from	1 to 1
Binding:	Left 🔹
Orientation:	
Portrait	
C Landscape	
Auto-rotate p	ages within each sheet
Want to print col	ors as gray & black? 👔

1. Select **Auto-Rotate Pages** to automatically rotate each page for the best fit in the printable area.

Page Sizing & Ha	andling (i)	🖹 Multiple	Booklet
Booklet subset:	Both sides	•	
Sheets from	1 to 1		
Binding:	Left		
Orientation:			
Portrait			
C Landscape			
Juto-rotate p	ages within each sheet		
Want to print col	ors as gray & black?	(i)	

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.
- 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.

Page Handling		
Copies:	1 🗘 🗸 Collate	
Page Scaling:	None 🗸	
Auto-Rota	None	
Choose pa	Fit to Printable Area Shrink to Printable Area	
Use cus	Tile large pages Tile all pages	
Print to file	Multiple pages per sheet	
-	Booklet Printing	

 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.

Page Scaling: B	Booklet Printing 🖌		
Booklet subset:	Both sides	*	
Sheets from Auto-Rotate	Both sides Front side only Back side only		

**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.

Page Handling
Copies: 1 Collate
Page Scaling: Booklet Printing
Booklet subset: Both sides
Sheets from 1 to 3
Auto-Rotate Pages Binding: Left

Choose an option from the Binding pop-up menu:



Click OK or Print.

Print booklets using Acrobat or Reader (adobe.com)