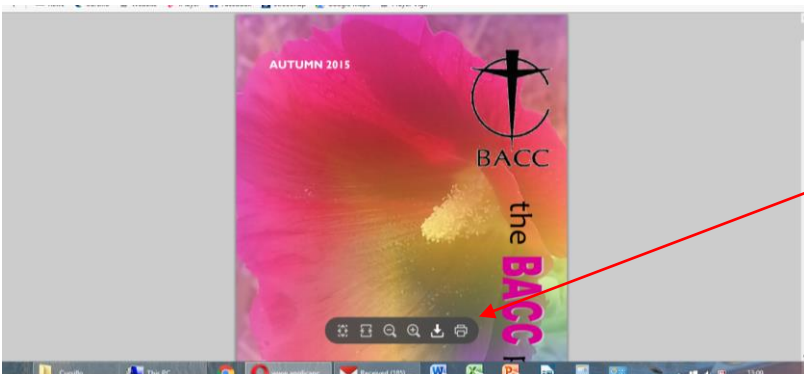# How to print a booklet from a PDF document

This can be simply be done by opening a PDF document using Adobe Acrobat and on selecting print set the options to print a booklet.
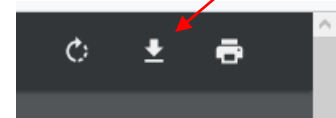
This page tell you how to download a PDF document that has been opened from a website and is being viewed in an internet browser such as Internet Explorer, Google Chrome etc.

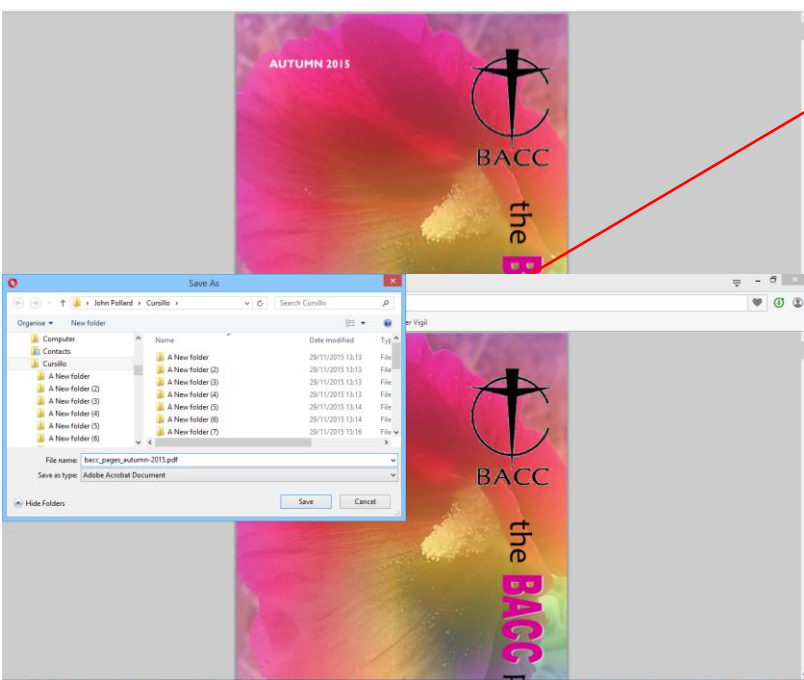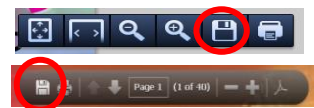1. The document open on the internet may look like this

2. Depending on your Web browser you should move the mouse over the bottom or the top of the screen looking for a down load icon that should appear something similar to this or at the top of the screen

3. Select the down load button.

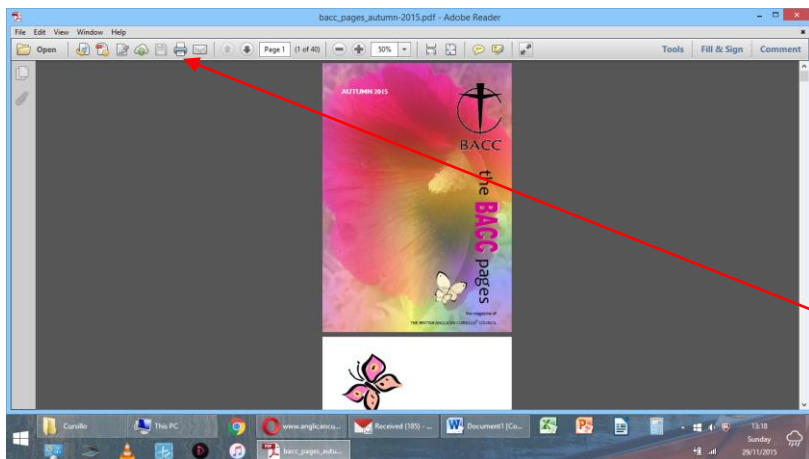   Possible alternative Icons

4. The Save As window will open and select where you want to save it. With some web browsers the download location file may be pre-set and it will not ask where to send it. Hope you know where it is!
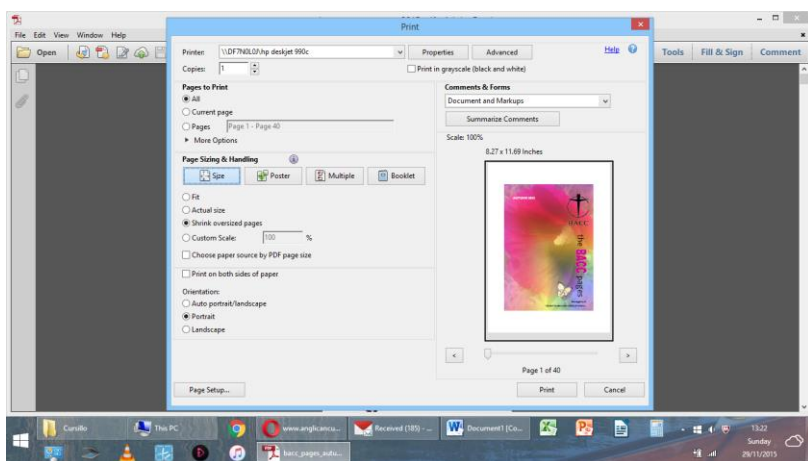
5. Now you will have to locate the file and it will (we hope) open in Adobe Acrobat.
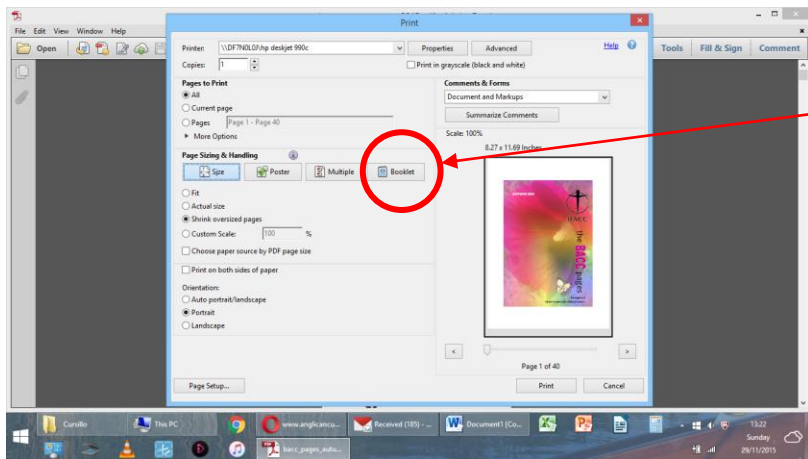
Document open in Adobe Acrobat

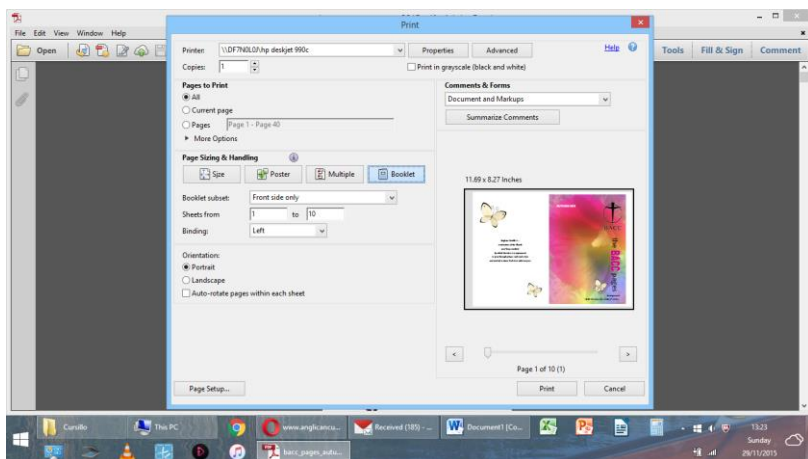This page shows you how to print a PDF file that as a booklet.

1. When you open the file in Adobe Acrobat it may look like this. If you want to see a complete page you will have to change the scale, but you don't have to.
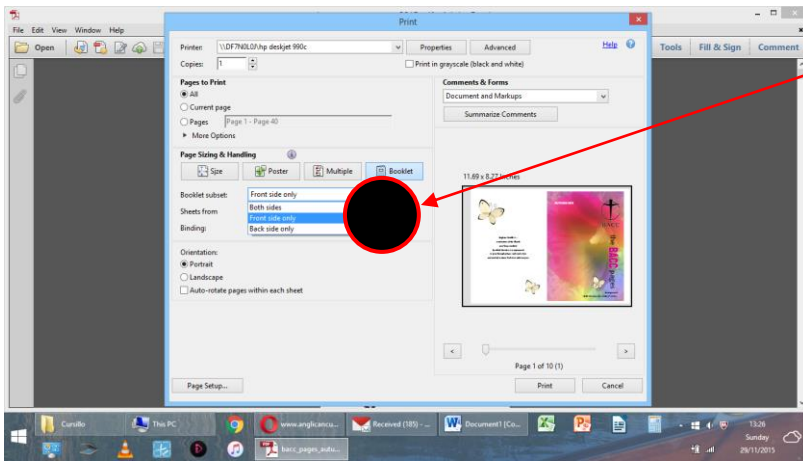
2. Select print.

3. The Print window will open and may look like this. Notice the little picture of the first page.

4. Select Booklet.

5. The little picture will now change to show the last and the first pages. If there are an odd number of pages then the last will be blank.
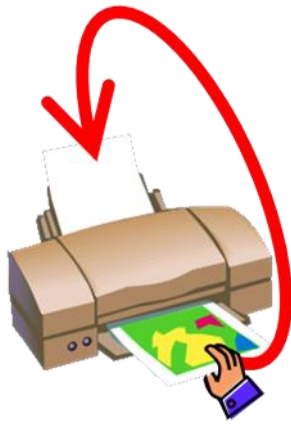
6. All that has to be done is to select how the printer is going to print from here.

    If the printer is a duplex printer and automatically turns the pages over then select 'Both Sides'.

    If the pages have to be turned over manually and if the printer normally prints the first page of a document first then select 'Front side only'.
    or
    If the printer normally prints the last page of a document first then select 'Back side only'.
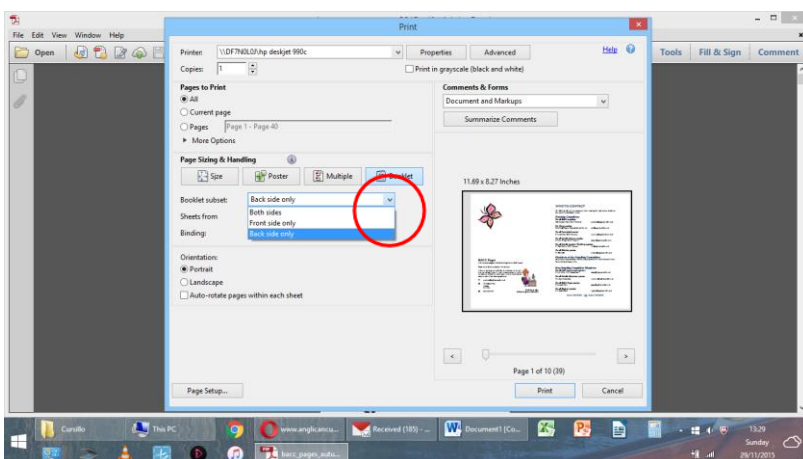

7. If you have to manually turn the pages over, then when it has printed all the pages insert the pages back into the printer so that the last edge of the sheets from the printer (usually the bottom of a normal page) goes in first and the printed pages are facing backwards. Keep the sides of the sheets on the same side.

8. Having inserted the pages select Print and then select the other 'Front or Back side only 'option from that used before and Print.

9. If you print with the 'Front or Back side only' options in the wrong order the booklet will be printed OK but the sheets will be the wrong way round!

10. Now all that is left to do is to fold the sheets and staple to have a booklet.

Happy printing.

As this is a PDF document have a practice, click on print and print your booklet!!!