



For single-side printers:

- Select print from Adobe Reader toolbar
- Select Booklet button under Page Sizing & Handling
- Select 'Front side only' in Booklet subset menu
- Don't change 'Sheets from' values
- Select Left Binding
- Select Print (note the orientation of the printed pages for next step)

Reorder pages so first printed page is now on top of others (to be picked up first by printer)
Orient page to match the printer so all pages are printed right-side up and put paper back in printer accordingly

- Select print from Adobe Reader toolbar
- Select Booklet button under Page Sizing & Handling
- Select 'Back side only' in Booklet subset menu
- Don't change 'Sheets from' values
- Select Left Binding
- Select Print

Arrange pages by page number
Fold down the middle and staple

For dual-side printers:

- Select print from Adobe Reader toolbar
- Select Booklet button under Page Sizing & Handling
- Select 'Both Sides' in Booklet subset menu
- Don't change 'Sheets from' values
- Select Left Binding
- Ensure printer is set to front and back printing
- Select Print

Arrange pages by page number
Fold down the middle and staple