Printing a Booklet

The "booklet" .pdf's are formatted so that you can create a 5 ½" by 8 ½" booklet that can be center stapled.
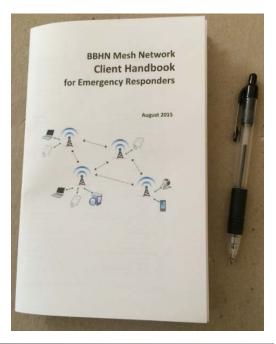
This procedure works best when the printer can do 2-sided printing. It can also work with *manual 2-sided printing* (you flip the pages around to the other side); that may take some experimentation to get the formatting right.
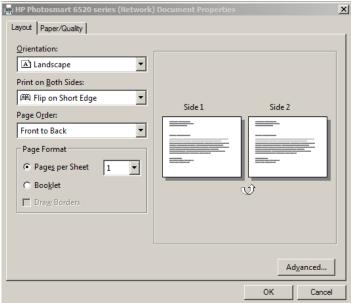
To print your booklet, do the following…

1. Open the .pdf document
2. Select Print
3. Select your 2 sided printer, and then select Properties
4. Make the following changes:
   a. Orientation – Landscape
   b. Print on both sides – Flip on Short Edge
   c. Page Order – Front to back
   d. Page Format – Pages per Sheet = 1
5. Depending on your printer driver, my printer setting looked like this…

6. When done, Press **OK**, and then **Print**.

7. This process will print the document, 2 pages on each side, 2 sided.

8. When done, **DON'T CHANGE THE PAGE ORDER**, but fold the document in half so that the cover faces front. If you have a long reach stapler or saddle stapler, that is the best to put 2 staples at the spine of the booklet, else you can crease one side to get a standard reach stapler to reach into the spine.
9. Check the pagination to confirm the page numbers are in order.