

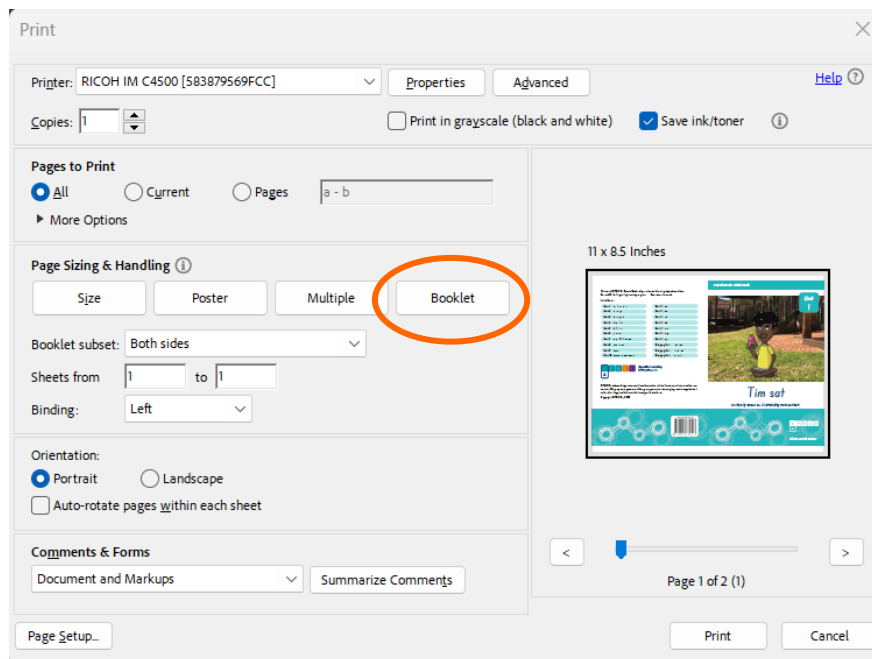
How to Print Our Website's Digital Content as a Book!

Use Acrobat Reader or Acrobat Pro and follow the steps.

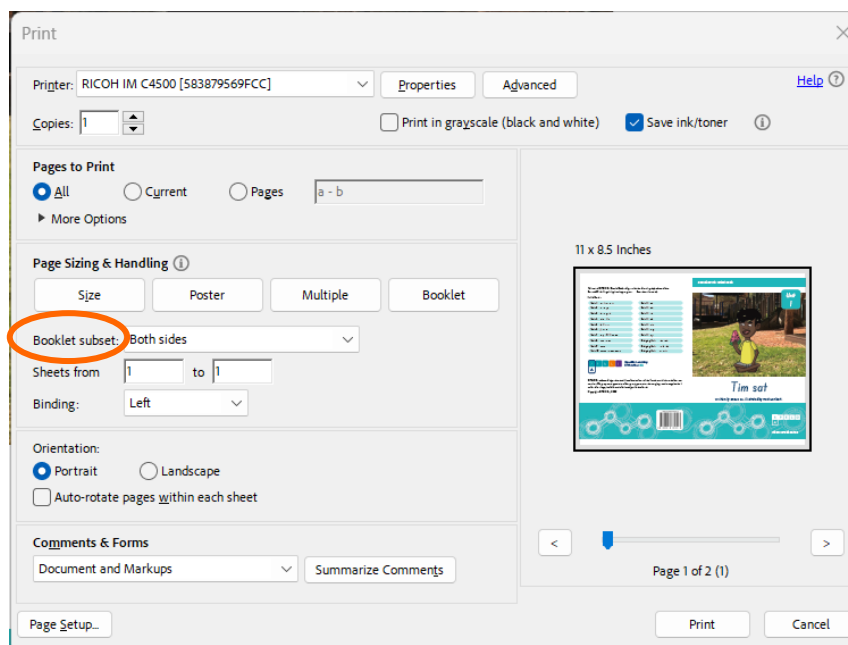
1. Choose File > Print.
2. In the **Pages to Print** area, select which pages you want in the booklet.

All prints pages from front to back / **Pages** specifies a page range for printing a smaller grouping of a large booklet.

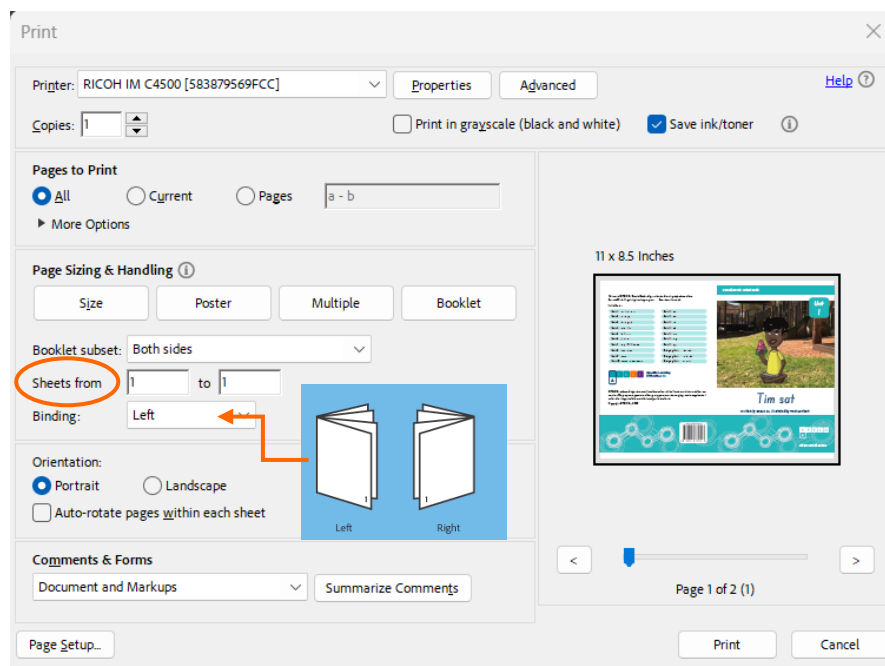
3. Under Page Sizing & Handling, choose **Booklet**.



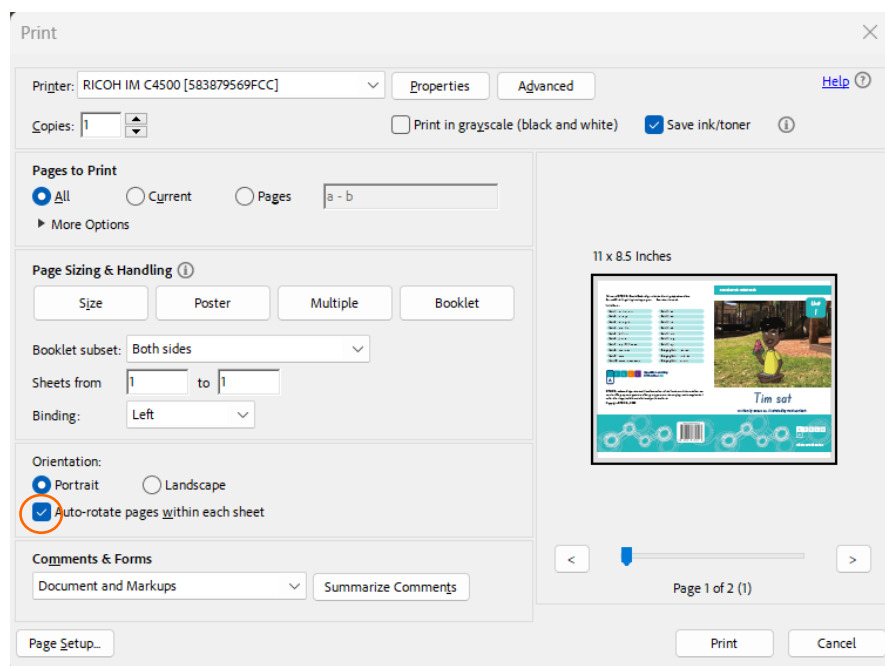
4. In the **Booklet Subset** pop-up menu, select one of the following options: **Both sides** (duplex printers) automatically prints both sides of the paper, if your printer supports automatic duplex printing, or **Front side only / Back side only** (for non-duplex printers). If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides.



5. Leave the numbers in the **Sheets From** boxes as they are. Acrobat or Reader determines which sheets must be printed 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 prints



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



7. **Print.**