

# Instructions for Printing and Assembling Booklets

1. Open document in Adobe Acrobat.
2. Print document double-sided (*see below if your printer cannot do this automatically*).
3. Cut pages exactly in half (there are guide lines approximately half-way down the page)
4. Place two halves together and fold.

## How to Manually Print Double-sided

*(Basic operation for most printers. There may be some variation depending on your printer.)*

1. On the menu, go to [File] > [Print].
2. In the [Print Range] box, find [Subset:] and select [Odd pages only]. You will be printing only the odd pages first.
3. Click [OK] to print.
4. When the odd pages have finished printing, turn the pages around 180° and re-insert into the printer tray.
5. On the menu, go to [File] > [Print] again.
6. In the [Print Range] box, find [Subset:] and select [Even pages only]. Now you will be printing only the even pages.
7. **Check-mark the [Reverse pages] box.**
8. Click [OK] to print.