PRINT A DOCUMENT AS BOOKLET

1. In Acrobat or Acrobat Reader, choose the hamburger menu (Windows) or the **File** menu (macOS) > **Print**.



2. Select which pages you want in the booklet in the **Pages to Print** section. **All** print pages from front to back.

Print			×
Printer: Kyocera ECOSYS P2040dw KX (1)	Properties Advanced		Help 🕜
Copies: 1	Print in grayscale (black and	d white) 🗌 Save ink/toner 👔	
Pages to Print ● All ← ○ Current ○ Pages 1 - 29 ▶ More Options			
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Booklet subset: Both sides Sheets from 1 Binding: Left		66-1212	
Orientation: Portrait C Landscape Auto-rotate pages within each sheet			
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Page Setup_		Print	Cancel

3. Select **Booklet** from the **Page Sizing & Handling** section.

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4. In the Booklet subset drop-down list, select one of the following options: Both sides (duplex printers) automatically print 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.

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Printer: Kyocera ECOSYS P2040dw KX (1) V Properties Ac	tvanced Help 🕐
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- 5. Leave the numbers in the **Sheets from** boxes as they are. Acrobat or Acrobat Reader determines which sheets must be printed to accommodate the print job. For example, if you have a 16-page PDF and selected All in the Pages to Print section, then sheets 1 through 4 print.
- 6. Choose an option from the Binding drop-down list: Left, Right, Left (Tall), Right (Tall)

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7. Choose an option **Portrait.**

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8. Select **Print**

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