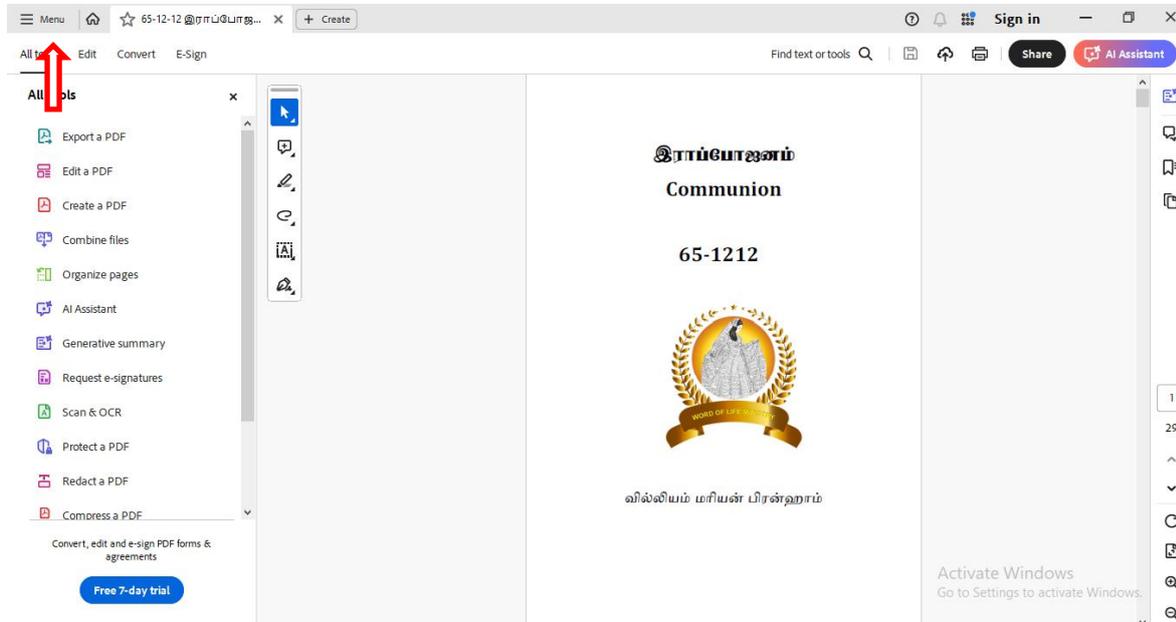
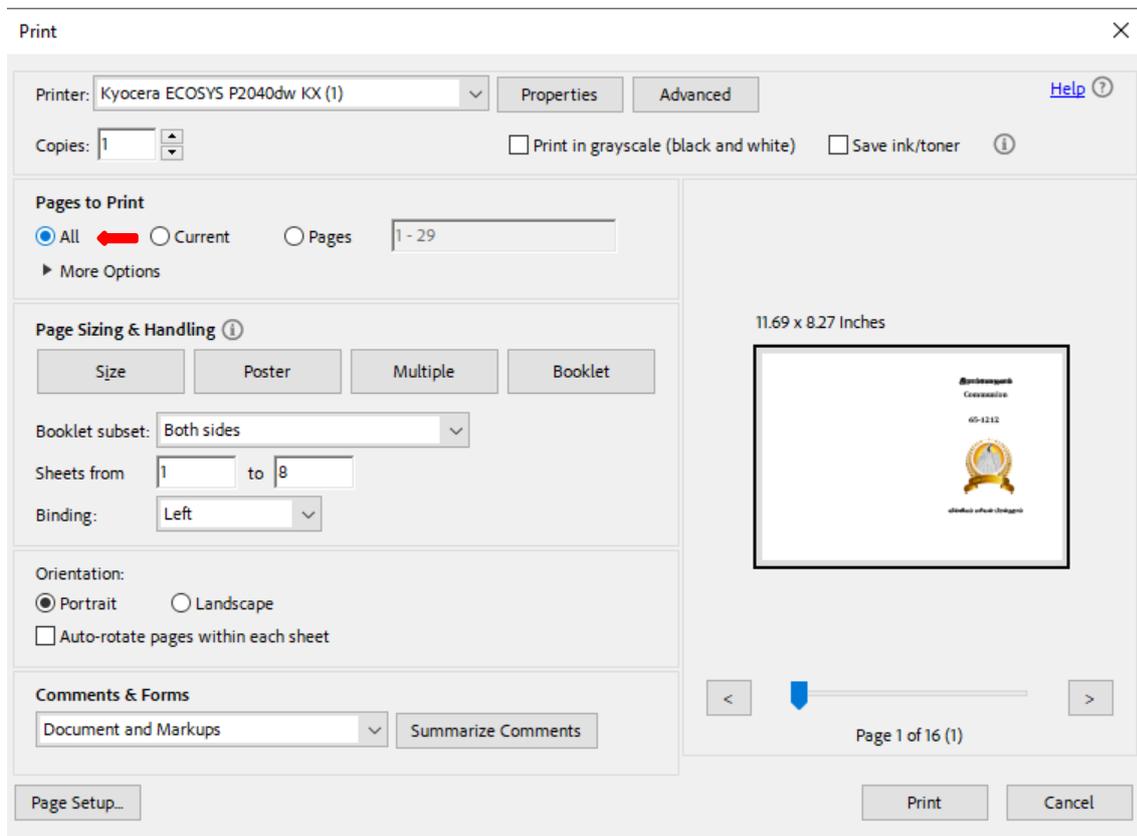


PRINT A DOCUMENT AS BOOKLET

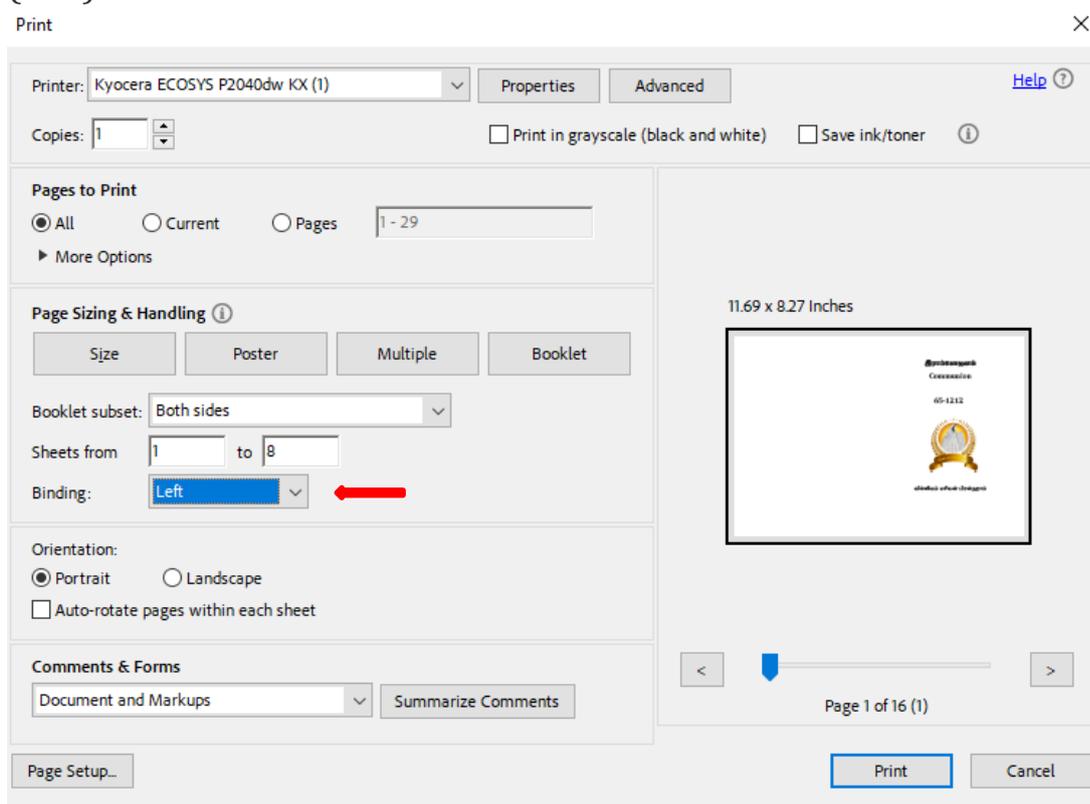
1. In Acrobat or Acrobat Reader, choose the hamburger menu (Windows) or the **File** menu (macOS) > **Print**.



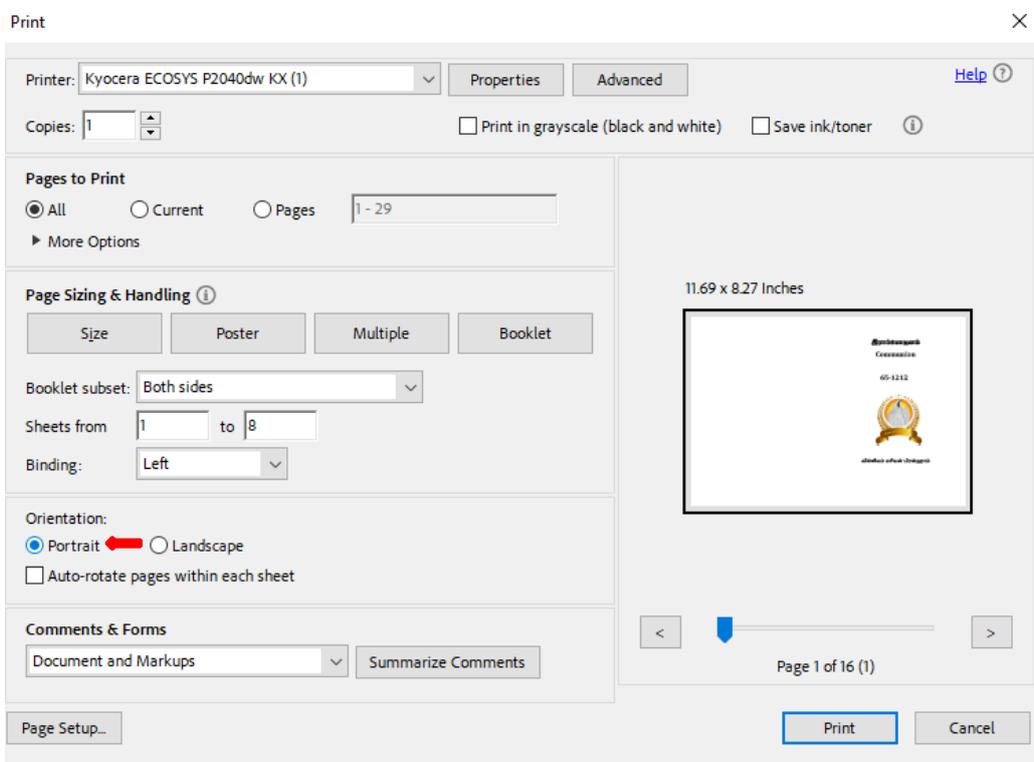
2. Select which pages you want in the booklet in the **Pages to Print** section. **All** print pages from front to back.



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)



7. Choose an option **Portrait**.



8. Select **Print**

