

How to...

Print your A4 multi-page document as a neat and convenient A5 booklet

(assuming that your printer will print duplex pages - if not please read the endnote first)

Save your document as a Word document (Windows or Mac) or a Pages document (Mac) and keep it open on your desktop

Use the **File menu** to export your open document to **PDF format**

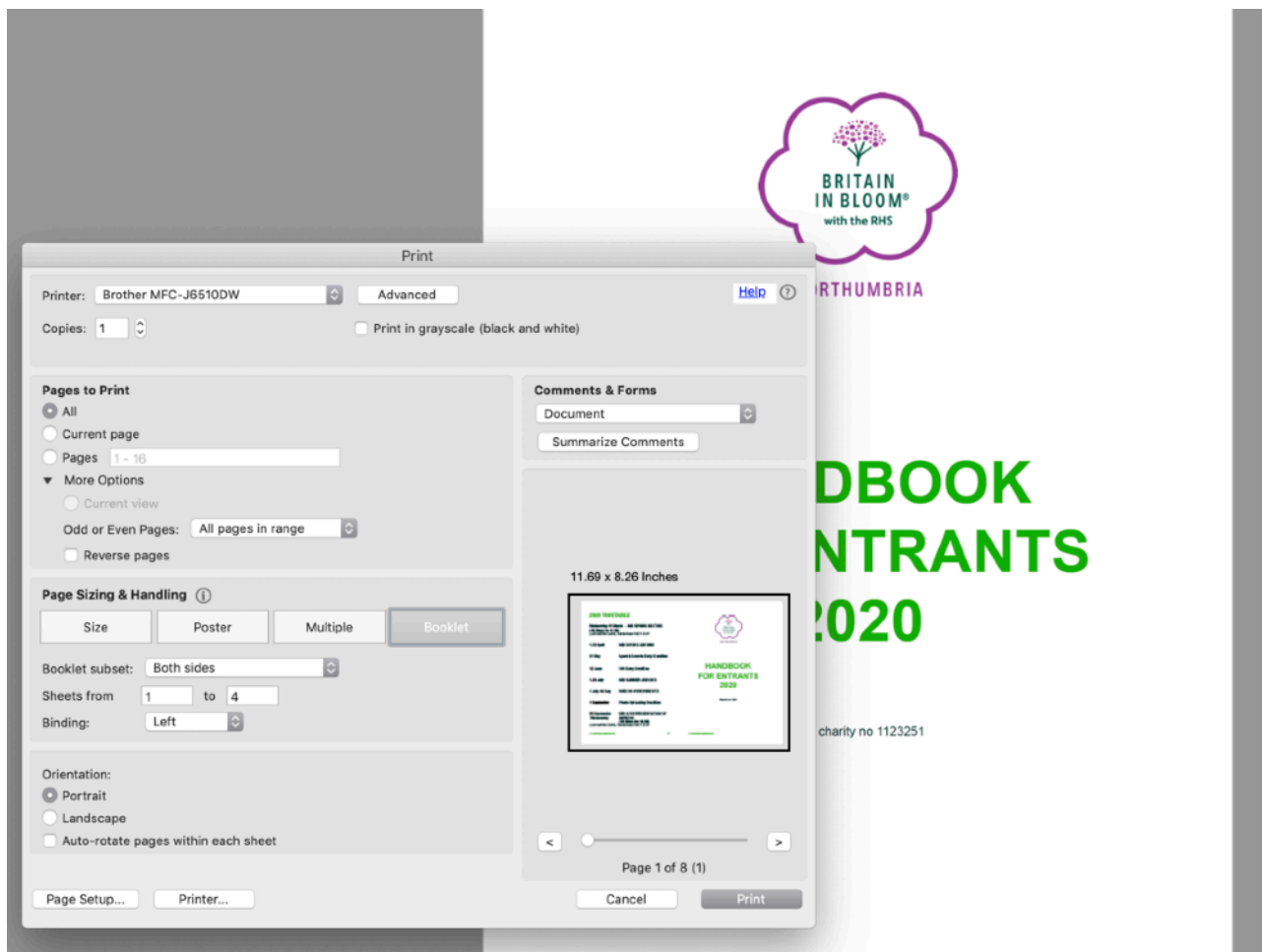
Open the new **PDF version** of your document in **Adobe Reader (if you do not have Adobe Reader, you can download the latest version (free of any charges) from the Adobe website...**

<https://get.adobe.com/uk/reader/>

Your pages in the document should be in normal consecutive order (ie 1,2,3,4,5... etc)

Select '**Print**' from the **File menu**

The Print dialog box will display



Continued overleaf

Under '**Pages, Sizing and Handling**' select the '**Booklet**' button, check to ensure that all the other settings are as in this screenshot (except that, of course, you will be using a different printer from the one shown here).

Make sure that you have sufficient paper in your printer and select the 'Print' button. An A5 booklet will be printed on A4 paper and all you should need to do is fold each sheet into booklet form.

Note: If your printer does not print in Duplex format, you can still produce an A5 booklet by selecting firstly, '**print odd pages**' and secondly, having replaced the printed pages back in the paper tray '**print even pages**' from the '**Booklet subset**' options list (see the screenshot)