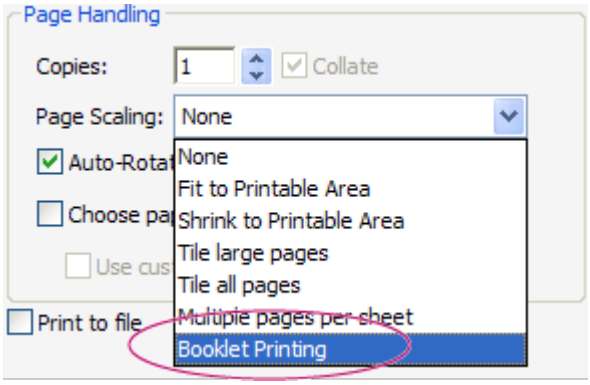
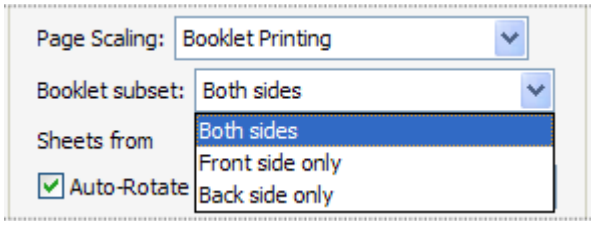
**Instructions to print process guide in booklet format.**

1. Choose **File** > **Print**.
2. Select a printer from the menu at the top of the **Print** dialog box.
3. In the **Print Range** area, specify which pages to print. **All** prints pages from front to back. **Pages** specifies a page range for printing a smaller grouping of a large booklet.
4. From the **Page Scaling** pop-up menu, select **Booklet Printing**.

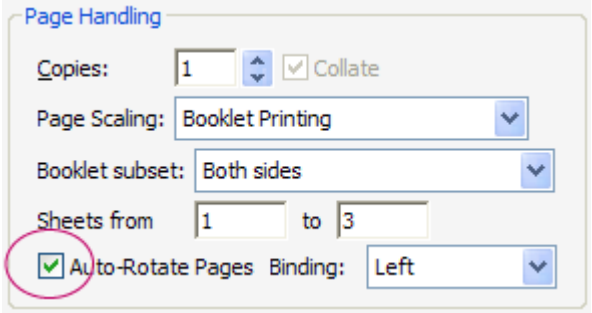



5. In the **Booklet Subset** pop-up menu, select one of the following options:
   **Both sides** (Duplex printers) Automatically prints both sides of the paper, if your printer supports automatic duplex printing.




   **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.

6. Leave the numbers in the **Sheets From** boxes as they are.
7. Select **Auto-Rotate Pages** to automatically rotate each page for the best fit in the printable area.




8. Click **OK** or **Print**.