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.

Page Handling -		
Copies:	1 🗘 🗸 Collate	
Page Scaling:	None 🗸	
Auto-Rotat	None	
	Fit to Printable Area	
Choose pa	Shrink to Printable Area	
Use cus	Tile large pages	
	Tile all pages	
Print to file	Multiple pages per sheet	
	Booklet Printing	

 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.

Page Scaling:	Booklet Printing 🛛 👻
Booklet subset	: Both sides 💉
Sheets from	Both sides
Auto Dotate	Front side only
Auto-Rotat	Back side only

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.

Page Handling	
Copies: 1 🗘 🗸 Collate	
Page Scaling: Booklet Printing	
Booklet subset: Both sides	~
Sheets from 1 to 3	
Auto-Rotate Pages Binding: Left	~

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