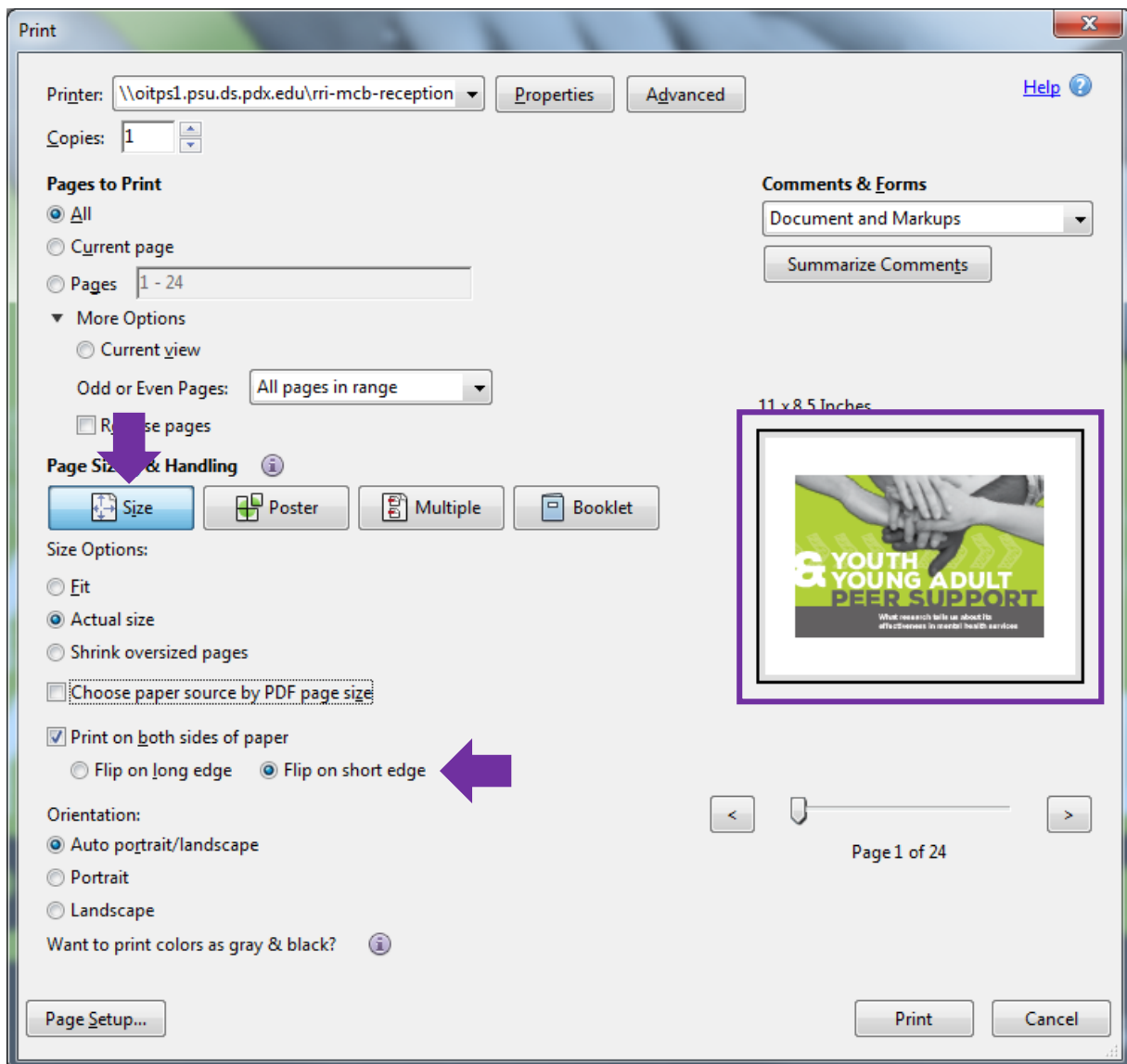# Tips on Printing Half-Sheet PDF Booklets

Maybe your goal is to save paper, or maybe it is to re-create half-sheet booklets in their intended booklet form. Most of what you want to achieve in printing PDF documents can be achieved if you know how to use Adobe Reader's print dialog box options. Here are some tips for using Adobe Reader's print dialog options for printing half-sheet booklets in various formats.
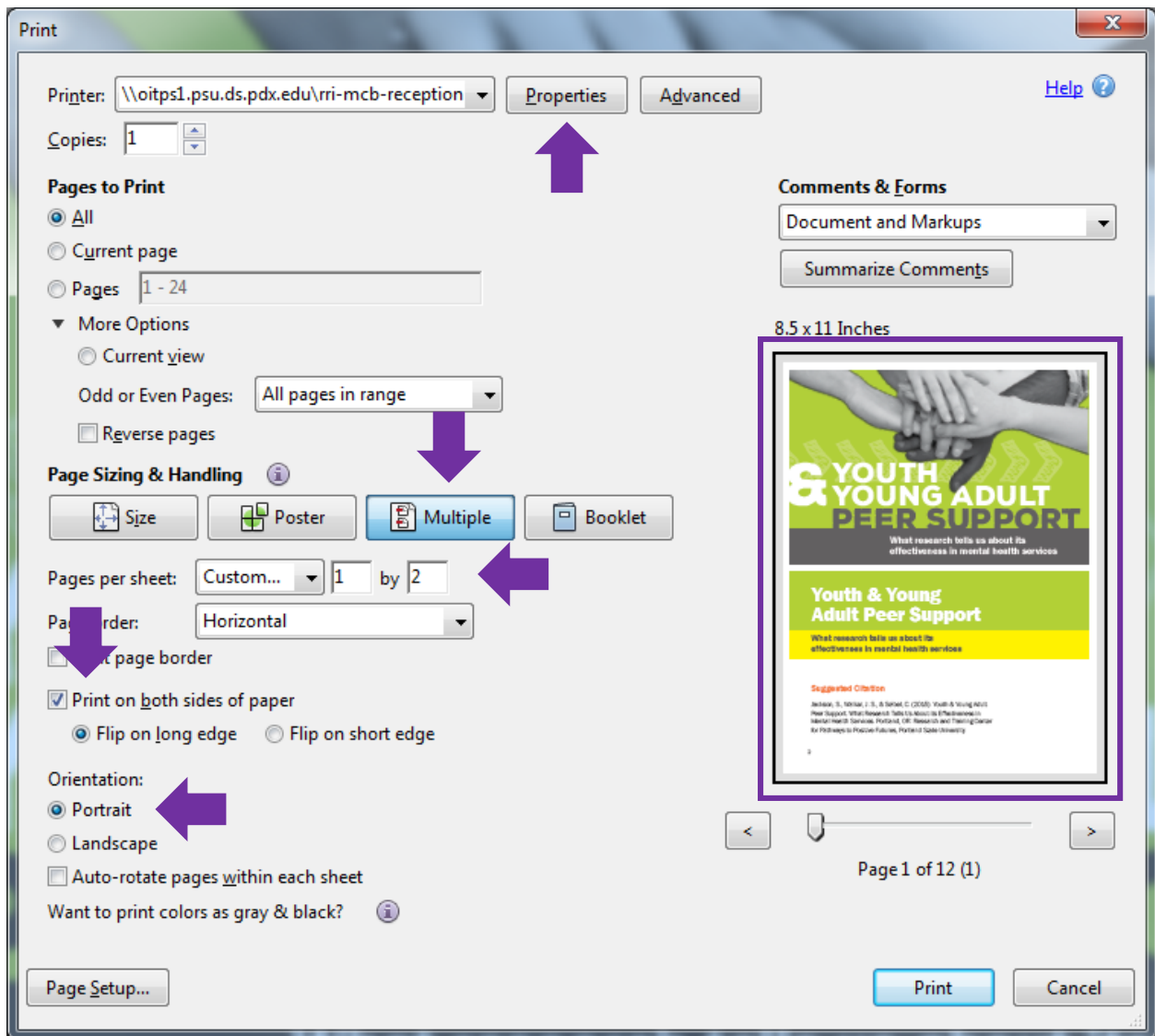
1. Print 1 page of a booklet to a full sheet of paper

The default settings when you first open your dialog box will look something like this. This option will print the half-sheet booklets a page-per-letter-sized-sheet, on both sides if your printer allows. Select the "flip on short edge" option if you want to ensure that the opposite sides are not upside-down.

2. Print 2 or more pages of a booklet to a full sheet of paper

Select the "Multiple" button to print two or more booklet pages per-letter-sized-sheet, on both sides if your printer allows. Under "pages per sheet" you can select "custom" to experiment with different options. "1" by "2" will print two pages at their actual size per letter-sized sheet. This option will put pages 1 and 2 on the same sheet so the booklet will not be read in booklet format (with pages 2 and 3 opposite each other, for example). Select the "flip on long edge" option in this case, if you want to ensure that the opposite sides are not upside-down. You could also select "2" by "2" and "Landscape" under "Orientation" to print 4 pages per letter-sized sheet. These would be half their normal size, but would save paper. Select the "flip on short edge" options to ensure the opposite sides of the sheet are not upside-down. Or, if your printer is capable of printing 11"x17" paper, you could select that paper size under the "properties" button, which will bring up options specific to your printer. This would print the pages at actual size.

3. Re-create the booklet format

Select the "Booklet" button to print the pages in the order they should be printed for staple-binding in the center. So the first and last pages will print to one side of the first sheet, and pages 2 and 23 will print on the opposite side. This option works best if your printer allows for printing on both sides of the sheet of paper. If your printer is capable of printing 11"x17" paper, you could select that paper size under the "properties" button, which will bring up options specific to your printer. This would print the pages at actual size. You can then trim the extra white edges off the printed sheets of paper and staple them in the center to create an actual booklet.