## 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.

Print	×
Printer:     \\oitps1.psu.ds.pdx.edu\rri-mcb-reception       Properties     Advanced       Copies:     1     -	Help 😧
Pages to Print            ● <u>A</u> ll             ○ Current page             ○ Pages             1 - 24             ▼ More Options	Comments & Forms          Document and Markups         Summarize Comments
<ul> <li>Current view</li> <li>Odd or Even Pages: All pages in range</li> <li>Russe pages</li> <li>Page Size A Handling ⓐ</li> <li>Size Poster ⓑ Multiple ⓑ Booklet</li> <li>Size Options:</li> <li>Eit</li> <li>Actual size</li> <li>Shrink oversized pages</li> <li>Choose paper source by PDF page size</li> </ul>	11 x 8 5 Inches
<ul> <li>Print on <u>b</u>oth sides of paper</li> <li>Flip on <u>l</u>ong edge </li> <li>Flip on short edge</li> <li>Orientation:</li> <li>Auto portrait/landscape</li> <li>Portrait</li> <li>Landscape</li> <li>Want to print colors as gray &amp; black? (i)</li> </ul>	Page 1 of 24
Page <u>S</u> etup	Print Cancel

## 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.

Print	×
Printer:     \\oitps1.psu.ds.pdx.edu\rri-mcb-reception       Copies:     1	Help 🚱
Pages to Print	Comments & Forms
<ul> <li>● <u>A</u>II</li> </ul>	Document and Markups
© C <u>u</u> rrent page	Summarize Commen <u>t</u> s
	Summanze Commen <u>t</u> s
<ul> <li>More Options</li> </ul>	8.5 x 11 Inches
© Current <u>v</u> iew	
Odd or Even Pages: All pages in range	
Reverse pages	CC 47.2
Page Sizing & Handling 👔	C YOUTH
Size Poster Size Booklet	PEER SUPPORT
	What research tolls as about its effectiveness in mental health services
Pages per sheet: Custom v 1 by 2	Youth & Young
Pager rder: Horizontal	Adult Peer Support
Tpage border	effectivenses in reactal heavits earvices
✓ Print on <u>b</u> oth sides of paper	Suggested Cityston advances, 1, 6 Strong, C (2009) Toute & Yong Alone advances, 1, 9 Normal, 1, 8 Strong, C (2009) Toute & Yong Alone advances to
Ilip on long edge  Flip on short edge	Hear Support Vitar Research from Use Source & Manifestererezion Indextormento Darvices. Portugas, dir Research and Theorematica Rer Rothways in Reactive Factores, Particula Space Annexity
Orientation:	
Portrait	
🔿 Landscape	
Auto-rotate pages <u>w</u> ithin each sheet	Page 1 of 12 (1)
Want to print colors as gray & black?	
Page <u>S</u> etup	Print Cancel

## 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.

Print	×
Printer:       \\oitps1.psu.ds.pdx.edu\rri-mcb-reception ▼       Properties       Advanced         Copies:       1       ↓	Help 😧
Pages to Print	Comments & Forms Document and Markups Summarize Commen <u>t</u> s
<ul> <li>○ Pages 1 - 24</li> <li>▼ More Options</li> <li>○ Current view</li> </ul>	
Odd or Even Pages: All pages in range	11 x 8.5 Inches
Size     Poster     Image: Multiple     Booklet       Booklet subset:     Both sides     Image: Multiple     Image: Multiple	
Sheets from 1 to 6 Binding: Left -	
Orientation: Portrait	
<ul> <li>Landscape</li> <li>Auto-rotate pages within each sheet</li> <li>Want to print colors as gray &amp; black?</li> </ul>	Page 1 of 12 (1)
Page <u>S</u> etup	Print Cancel