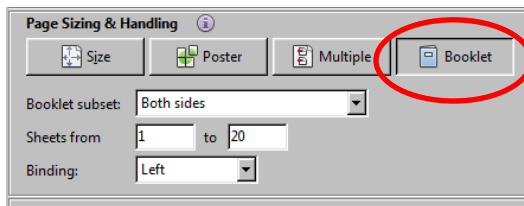


## Booklet Printing Instructions for Adobe Reader

To print the following PDF as a booklet, please follow these directions:

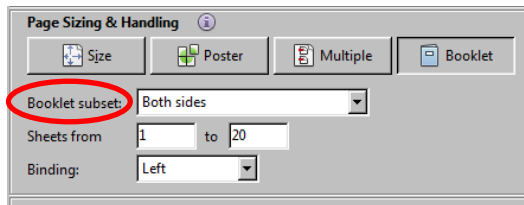
1. Open the document in the latest version of Adobe Reader. The latest version of Adobe can be downloaded at: <http://get.adobe.com/reader/>.
2. Choose **File > Print**
3. Select a printer from the menu at the top of the **Print** dialog box.
4. In the **Pages to Print** area, select **All**.
5. Under **Page Sizing & Handling**, Choose **Booklet**



6. In the **Booklet Subset** pop-up menu, select one of the following options:

**Both Sides** will automatically print both sides of the paper. If your printer supports automatic duplex printing (*i.e.*, can automatically print on both sides of the paper) then you should pick this option.

**Front Side Only / Back Side Only** should be used if your printer cannot automatically print both sides. In this case, you would pick **Front Side Only** to print the front sides of the paper. Then you must reload those pages and then change printer settings to **Back Side Only** to print the back sides of the pages.



7. Click **Print**.