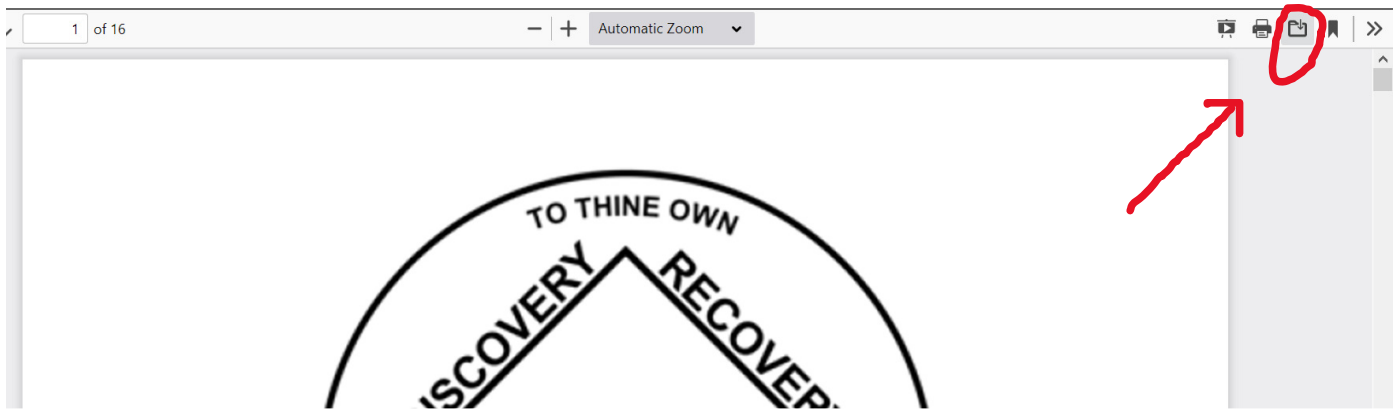


# Printing in Booklet Format

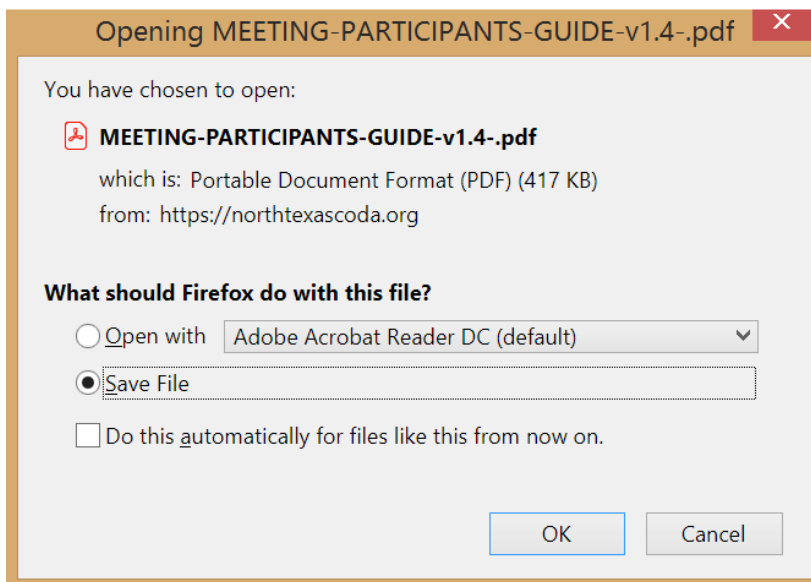
The Participant and Facilitator Guides can be printed in booklet format for use in your meetings. Printing in booklet format can be tricky. This guide may help. Alternatively, you can save the file to a flash drive and take it to a print shop such as Office Depot.

- 1) *Download* the PDF File to your computer. It is not enough to simply open the file in your browser. When you click the link for the PDF, it will open in a browser window for you to download.

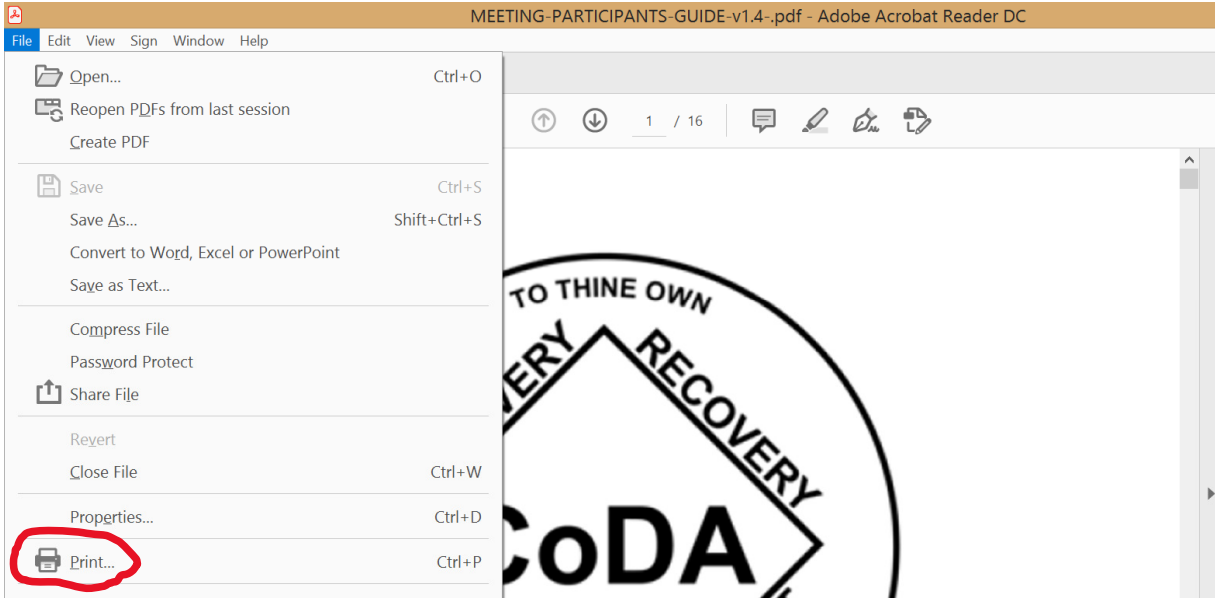
In the browser window that opens, From the top-right side of the screen, next to the Printer icon, select the folder icon. These instructions are for Firefox. It will be similar in Google Chrome.



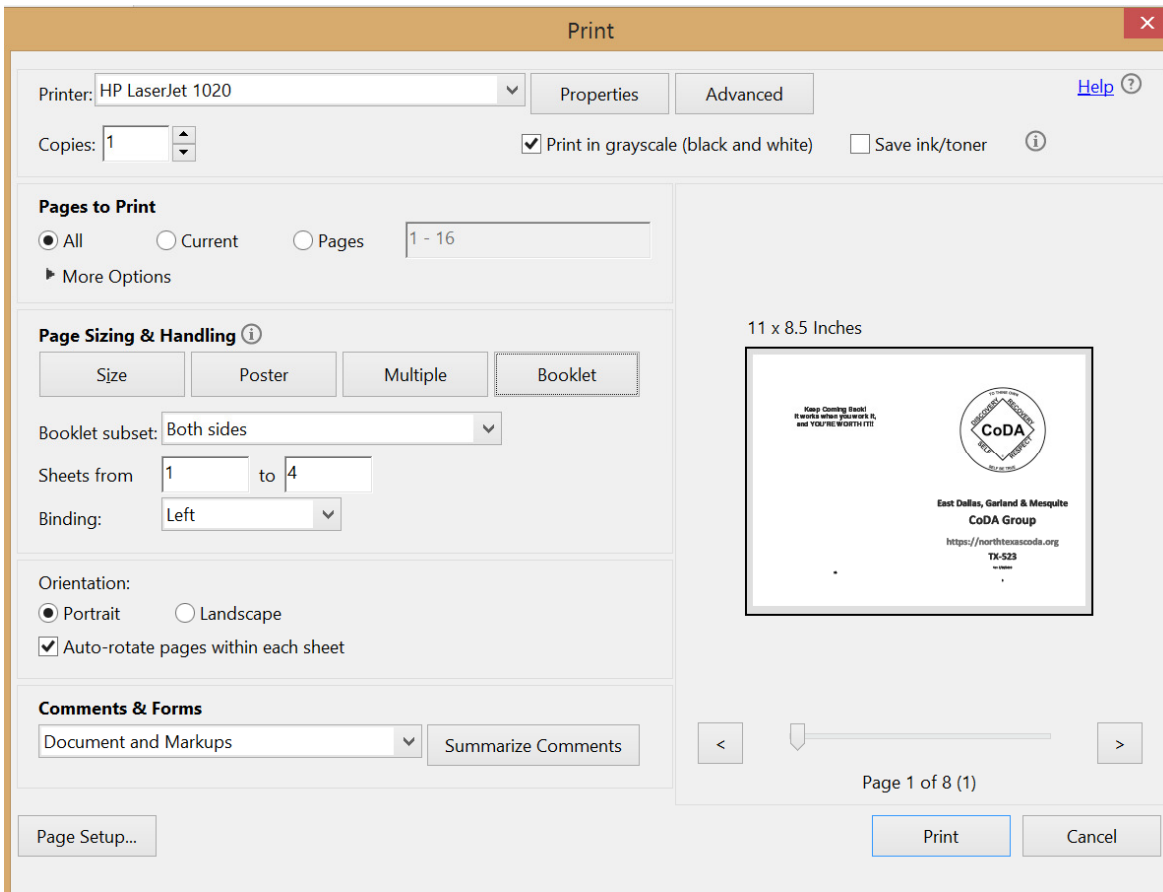
- 2) Click "SAVE FILE" in the pop-up message. NOTE: It will not work if you simply open with Adobe Reader. After you click okay, you can save to a location on your computer. Be sure to remember where you saved it.



- 3) Browse to the location where you saved the file and open the file from that location.
- 4) Click "FILE" and select "PRINT".



- 5) Click BOOKLET and ensure the following:
  - BOOKLET SUBSET: Both Sides
  - SHEETS: It automatically adjusts the # of pages for booklet printing.
  - BINDING – Left
  - Auto-Rotate within Each Sheet



- 6) CLICK PRINT – This will print one side of the page.
- 7) When printing stops, transfer the printed pages back to the paper tray using the *same orientation* in which they are removed. This is important.
- 8) Continue to print for the completed booklet.

Once printing is completed, simply fold the pages in half to provide a booklet!