How to print small (8.5 x 5.5) forest plans using Adobe Acrobat or Adobe Reader

http://helpx.adobe.com/acrobat/kb/print-booklets-acrobat-reader.html

Print a booklet

You can print a multi-page document as a booklet. Acrobat or Reader lays out the pages two per sheet. When you collate, fold, and staple the double-sided sheets, the result is a single book with the correct page order. To bind or hole-punch the sheets for a notebook, cut the sheets in half, lay the left pages face-down on the right as if you were folding them in half, and hole punch or spiral bind.
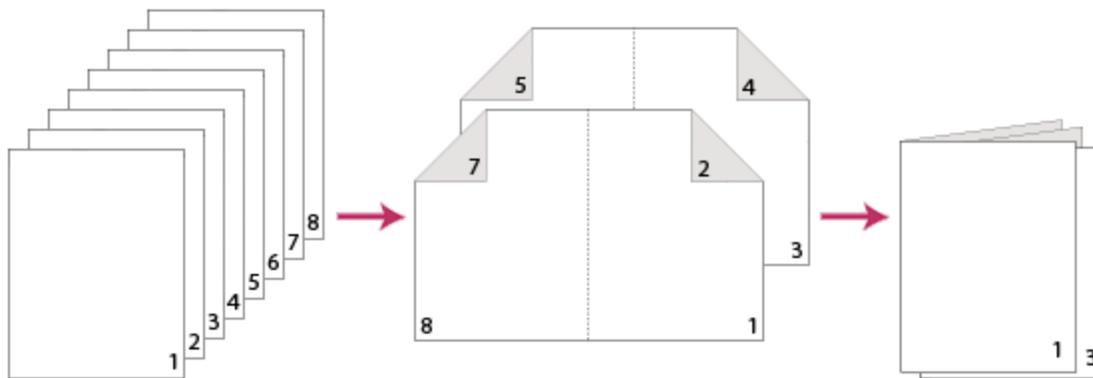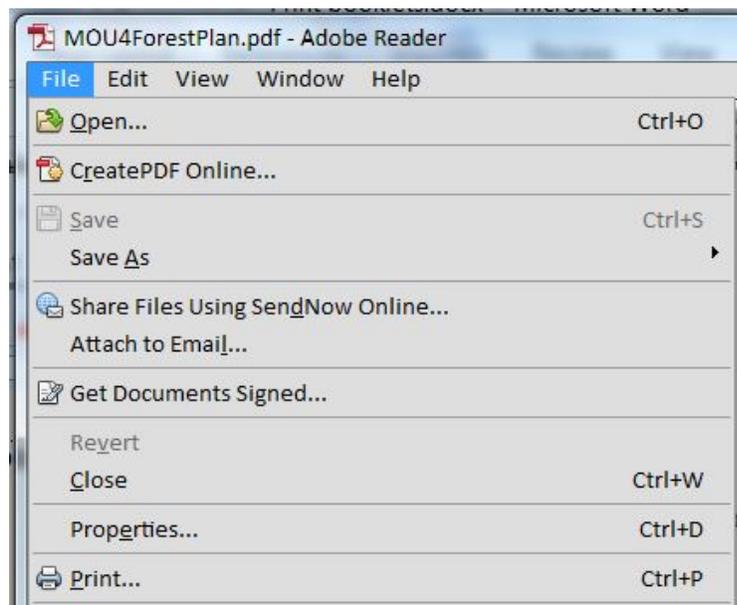

Multipage PDF printed as a booklet: Two pages per sheet, printed both sides, left-side binding.
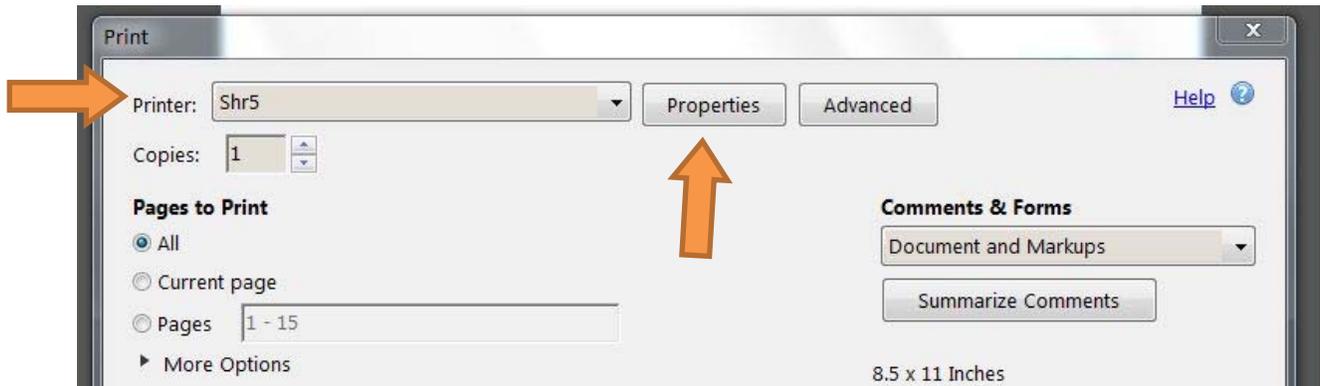
1. Open a forest plan PDF document.

2. Choose File > Print

*Note: The following screen shots are from a computer running the Windows 7 operating system.*
If you are running an earlier version of Windows (Vista, XP), your menu, pop-up, and drop-down screens may look slightly different.

In the Printer popup box, select a printer.

3. Once the printer is selected, click on the Properties button. In the properties popup box, click on Flip on long edge (in the Print on Both Sides section).
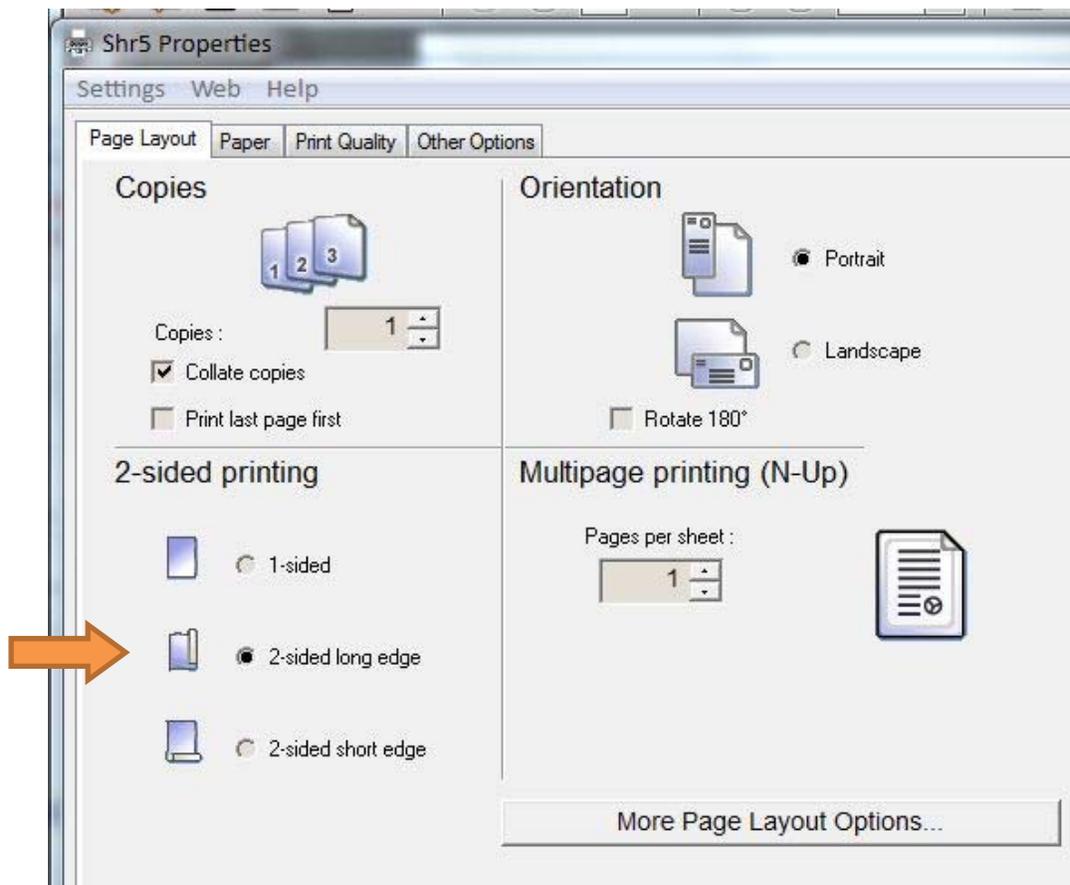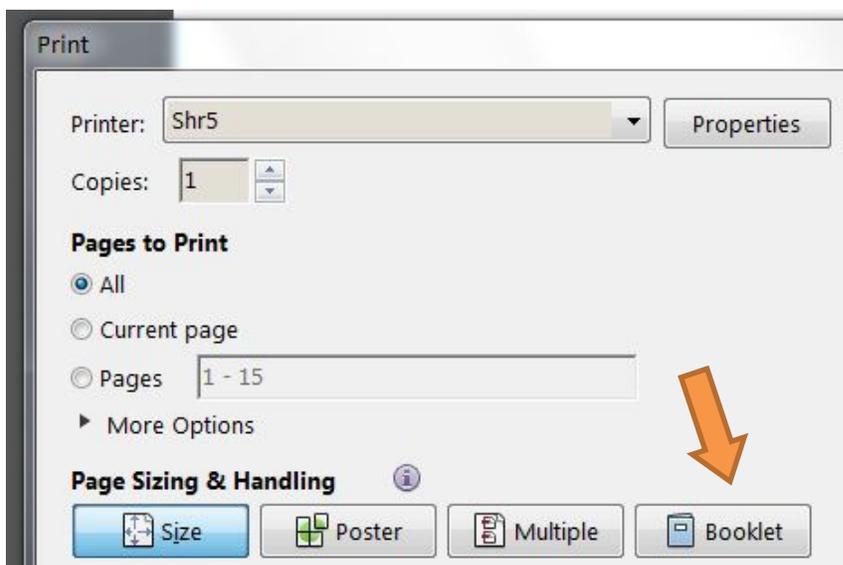
4. In the Pages to Print area, specify which pages to print:

All Prints pages from front to back.

Pages Specifies a page range for printing a smaller grouping of a large booklet. You divide a large booklet into smaller groupings, and then print each page range separately.


5. In the Page Sizing and Handling section, click on the Booklet button.

6. 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.
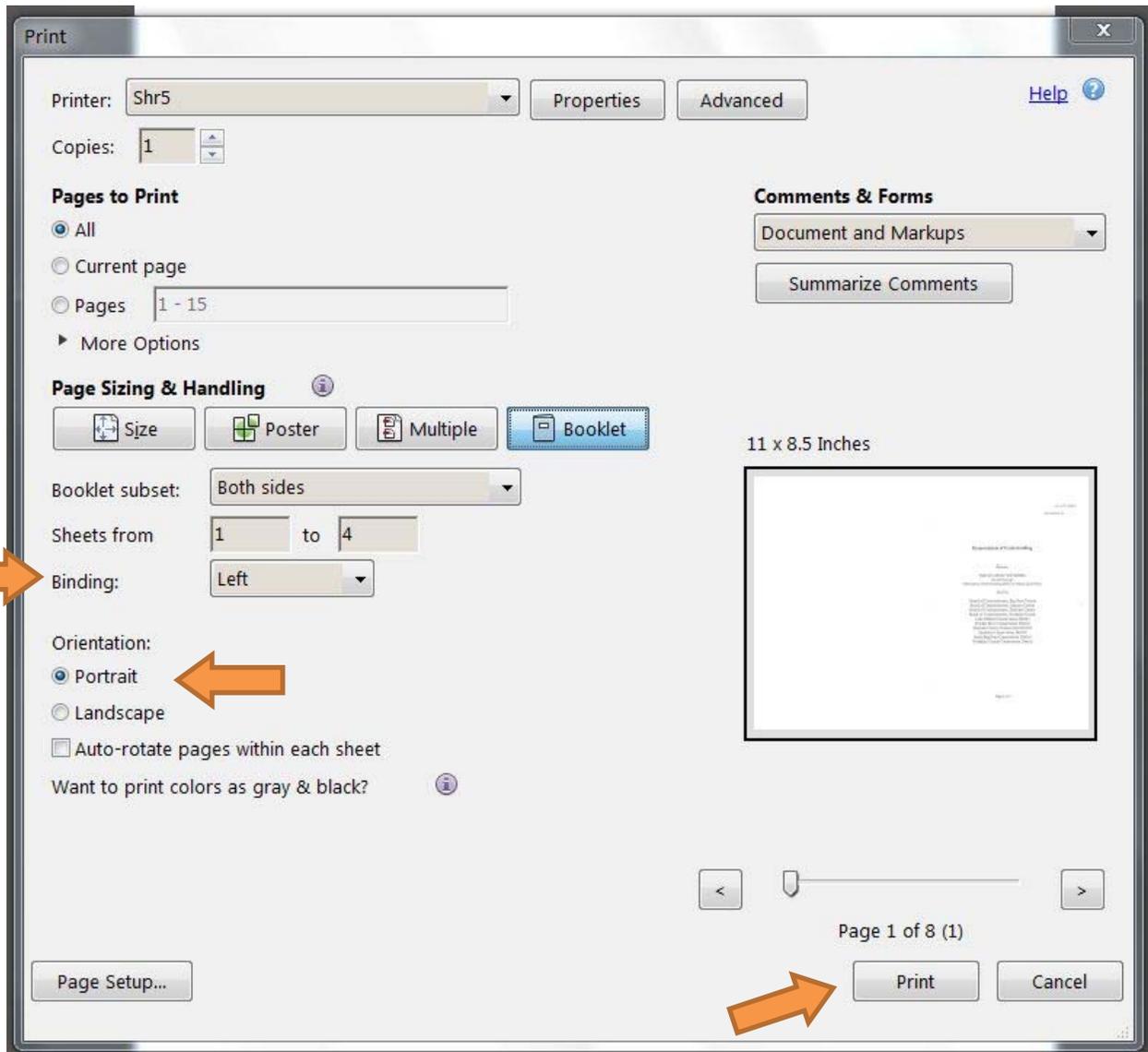
Front side only / Back side only (for non-duplex printers) If your printer can't automatically print both sides, you can first print the front sides of the paper. Then reload those pages and print the back sides. Leave the numbers in the Sheets from box as they are. Acrobat or Reader determines which sheets must print to accommodate the print job.
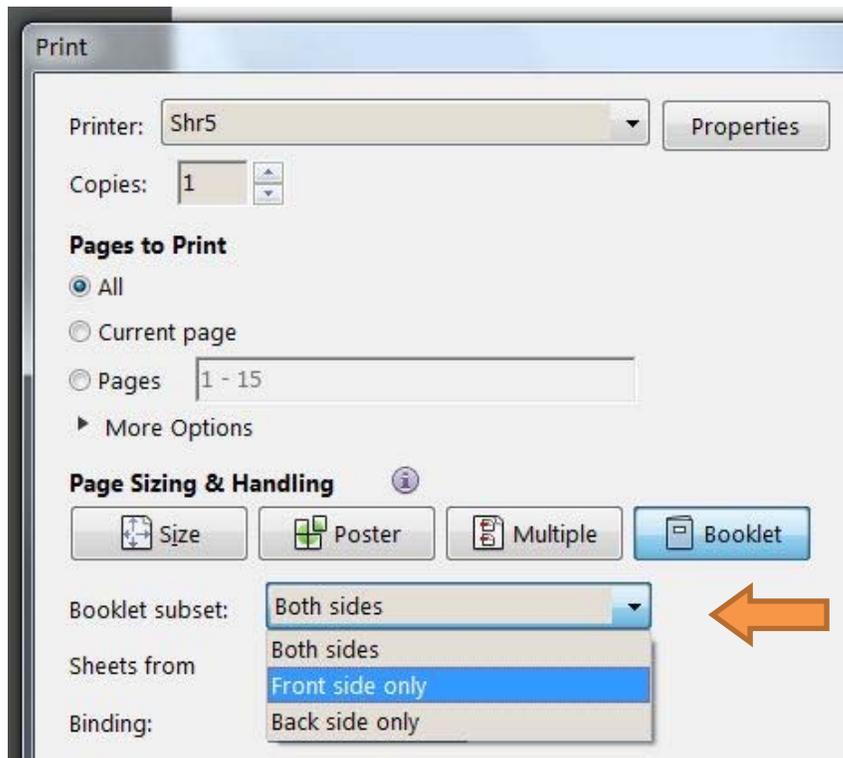
7. Leave "Left" selected in the Binding box.
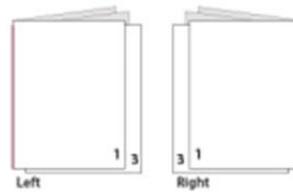
8. Under Orientation, leave "Portrait" selected (this will work even if you have a mix of portrait and landscape pages). Select "Auto-Rotate pages" to automatically rotate each page for the best fit in the printable area.

9. Click the Print button.