

# Printing parish magazines and other PDFs in Booklet form

## Before you start

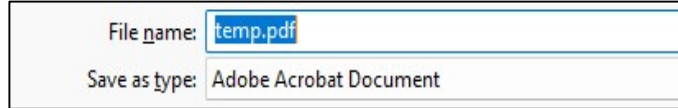
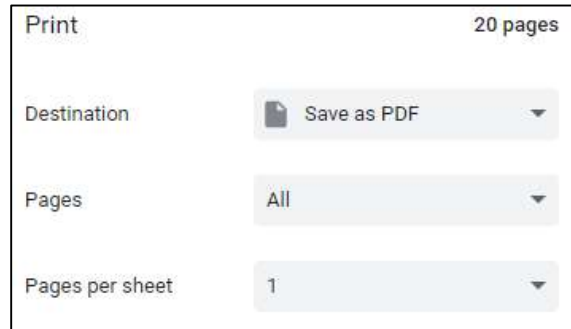
This is how you can print the parish mag (and other A5 documents) in booklet form. To do this, you must have a printer that supports double-sided printing, automatically or manually. In the notes below, we assume that you have automatic double-sided printing.

## This is how you do it

1. Using your browser. open the current (or any past) Winkfield Parish News, using links from the FOSMW page or parish mag pages (<https://fosmw.com> or <https://fosmw.com/parishmag/>). You can also do this with any A5 document that can usefully be printed as a PDF.

2. Save the mag to a file of your choice (say `c://docs/temp.pdf`). Your browser may give you a [Save as] or [Save-s] option. You may have to press the `...` icon to see the options.
3. If it does not, you should use the Print option.

In this latter case select the [Print] option by pressing the print icon or otherwise. This will give you a 'destination' for printing, and you should select the [Save as PDF] option. Do not use any other printer option. Press [Save] to store the new PDF.



This will give you a window to specify where the new PDF is to be created. Put in `c://docs/temp.pdf` and press [Save].

4. The parish mag should now be in the file that you selected. Using Windows Explorer, or equivalent to find the file. Right Click on it and this will give you options. Choose [Open with] and select [Adobe Acrobat]. This will bring up the saved PDF using the Adobe Acrobat app.
5. Select File/Print to bring up a window such as this below:

There is a choice of options under [Paper Sizing and Handling], of which the last is [Booklet]. Press this.

There is a preview window that should now show the first and last pages of the parish mag.

Select your printer (the one that supports double-sided printing) and you may wish to select the option [Print in greyscale (black and white)]. Now press [Print] and you should get a Booklet form of the document.

