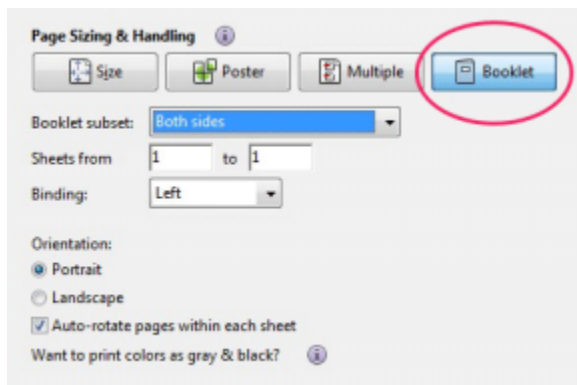


How to Print this Newsletter:

- 1) Choose **File > Print**.
- 2) **Select a printer** from the menu at the top of the **Print** dialog box.
- 3) In the **Pages to Print** area, select which pages you want in the booklet.
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.
- 4) Under **Page Sizing & Handling**, choose **Booklet**.



- 5) 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.

