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The default option is Left, which prints the booklet like a book (folded on the left side) for left-to-right text.[9] If you want to fold the booklet on the long side of the page, select Left (Tall). If you're printing in a language that reads right-to-left, select Right or Right (Tall) (if you want to fold the booklet on the long side of the page). 10 Set additional printing preferences (optional). Printers vary in capabilities, but you can typically click Properties next to the printer's name to choose additional settings, such as whether you want to conserve ink, print in color, or specify printing margins. Some printers will automatically fold and staple your booklets if you choose the right settings. Check your printer's instruction manual. 11 Check the printing preview before you print. Use the arrow buttons below the print preview to page through the document. If you need to make any changes to the layout, make those changes before you continue.[10] 12 Click Print to print your booklet. If you have an automatic-duplex printer, the pages will print on both sides of each sheet automatically. If you had to print the front-side only, re-insert the printed pages in accordance with your printer's instructions, return to File -> Print, select Booklet, and then chose Back side only from the "Booklet subset" menu. 13 Fold your finished booklet. If your printer did not fold your booklet automatically, fold it along the desired spine (right or left). You can also staple the booklet to keep the pages intact. Advertisement 1 Open Microsoft Word. You can use Microsoft Word to print any multiple-page DOC or DOCX document as a booklet. You'll usually find Word in a folder called Microsoft Office in the Start menu. 2 Open the document you want to print. Here's how:[11] Click the File menu at the top-left corner. Click Open. Navigate to the folder that contains the file you want to print. Select the document and click Open. 3 Click the PAGE LAYOUT tab. It's at the top of most versions of Word.[12] 4 Click the icon at the bottom-right corner of the "Page Setup" panel. This panel is in the bar that runs along the top of Word. The icon is a tiny square with a diagonal arrow. Clicking this button will open the "Page Setup" dialog box.[13] 5 Select Book fold from the "Multiple pages" menu. It's under the "Pages" header near the center of the dialog box.[14] This changes the orientation to landscape. 6 Adjust your margins and gutter size. These options are under the "Margins" header near the top of the dialog box. The default margins of 1" should work for most peoples' needs, but you may want to increase the "Gutter" value to a value higher than 1 cm (the default). This gives you more space around the binded/folded part of the booklet.[15] 2 cm should be fine. 7 Click the Paper tab. It's at the top of the dialog box. 8 Choose the correct paper size for your printer. This is usually 8.5" x 11" (Letter) in the US, or A4 in Europe. If you're using a different paper size, select that size instead. 9 Click OK. This saves your document in a format that will print like a booklet. 10 Click the File menu. It's at the top-left corner. 11 Click Print. This opens the Print dialog. 12 Select your printer from the "Printer" menu. Be sure to select a printer that supports printing on both sides of a single page (either automatic or manual duplex). 13 Select a Print on Both Sides option under "Settings." The option you choose depends on your printer and your booklet.[16] If your printer automatically prints on both the front and back sides of a sheet without you having to flip the page manually (automatic duplex printing), select Print on Both Sides (Flip pages on long edge) to print in a standard book-like format, or Print on Both Sides (Flip pages on short edge) to flip each page along the shorter side of the page. If you have to manually flip pages to print on both sides, select Manually Print on Both Sides. You'll need to manually reload the pages when prompted by your printer to print on the other side.[17] 14 Set additional printing preferences (optional). Printers vary in capabilities, but you can typically click Printer Properties below the printer's name to choose additional settings, such as whether you want to conserve ink, print in color, or specify printing margins. Some printers will automatically fold and staple your booklets if you choose the right settings. Check your printer's instruction manual. 15 Check the printing preview before you print. Use the arrow buttons below the print preview to page through the document. If you need to make any changes to the layout, make those changes before you continue. 16 Click Print to print your booklet. If you have an automatic-duplex printer, the pages will print on both sides of each sheet automatically. If not, follow the instructions on the printer's panel to reinsert the pages. 17 Fold your finished booklet. If your printer did not fold your booklet automatically, fold it along the desired spine (right or left). You can also staple the booklet to keep the pages intact. Advertisement 1 Open Word. You can use Microsoft Word to print any multiple-page DOC or DOCX document as a booklet. You'll usually find Word in a folder called Microsoft Office in the Applications folder. To print a booklet properly, you'll need a printer that is capable of printing on both sides of a single page. 2 Click the File menu. It's at the top-left corner of the screen. 3 Click New from Template. A list of templates will appear. 4 Type booklet into the search bar. The search bar is at the top-right corner of the window. This filters the template results to show only booklet templates, which are already formatted to print in the correct booklet page sequence and orientation.[18] You'll be able to type or paste your own content into any booklet template. 5 Double-click the template you want to use. There are several to choose from, and all are customizable. 6 Insert your own content into the booklet. The look of your booklet is up to you, but you'll typically want to replace most, if not all, of the text and logos from the template with your own content. To insert an image, click the Insert tab, select Pictures, and then Pictures from File. Select the photo you want to import, then drag it to the desired location in the booklet. Remove any placeholder text on the template and replace it with your own. To remove any visual element or text from the booklet, select the item (or highlight the text), then press Del. Don't forget to save your work as you make changes. 7 Click File when you're ready to print. It's at the top-left corner.[19] 8 Click Print. A preview of your booklet will appear, as will some settings you can modify. If you don't see the preview, select Copies & Pages from the third drop-down menu, then check the box next to "Show Quick Preview" at the bottom.[20] Use the arrows below the preview to see what each printed page will look like. 9 Select your printer from the "Printer" menu. It's at the top of the window. 10 Enter the number of booklets you want to print. It's a good idea to start with 1 to make sure it looks the way you'd like. Type this value into the "Copies" field. If you print more than one booklet, check the box next to "Collate" so that the Word prints one booklet at a time (rather than multiple copies of the first sheet, then the second sheet, etc.). 11 Select other options for your printer. Printers vary in capabilities, but you can typically use the menus at the top of the window to customize the print, such as whether you want to conserve ink, print in color, or specify margins.[21] 12 Click Print to print your booklet. If you have an automatic-duplex printer, the pages will print on both sides of each sheet automatically. If not, follow the instructions on the printer's panel to reinsert the pages. 13 Fold your finished booklet. If your printer did not fold your booklet automatically, fold it along the desired spine (right or left). You can also staple the booklet to keep the pages intact. 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In the print settings dialog box, select your printer and click on the "Properties" button. In the printer properties dialog box, look for an option that says "Layout." Click on it. Now, Look for an option that says "Booklet" and select it. If necessary, choose the orientation and paper size for your booklet.To close the printer properties dialog box, click on "OK". After that, in the print settings dialog box, opt for "Short side flip" under the "Use double-sided Printing" option. Click "Print" to start printing your booklet. WPS Office will automatically rearrange the pages of your PDF file to fit into a booklet format, with two pages printed on each side of the paper. 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Under "Pages to Print," choose "All" if you want to print the entire document as a booklet, or select "Pages" and enter the page range if you only want to print a specific section. Click on "Print" to start printing your PDF as a booklet. How to Print a PDF as a Booklet With PDFelement for Mac PDFelement is a comprehensive PDF editor and reader for Mac that also offers advanced printing options, including booklet printing. Here are the steps to print a PDF as a booklet using PDFelement for Mac: Open the PDF file in PDFelement for Mac. Click on "File" in the top menu and select "Print." In the Print dialog box, select your printer and click on the "Layout" button. In the Layout dialog box, select the "Two-Sided" option and choose "Booklet" from the drop-down menu. Choose the orientation, either "Landscape" or "Portrait," based on your preference. Under "Sheets per Booklet," select the number of pages you want to include on each booklet sheet. 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A preview of the document in booklet format will appear on the right side of the panel.[7] 8 Select a duplex option from the "Booklet subset" menu. The option you select depends on how your printer handles printing on both sides of the page:[8] If your printer automatically prints on both the front and back sides of a sheet without you having to flip the page manually (automatic duplex printing), select Both sides. If you have to manually flip pages to print on both sides, select Front side only for now. After printing the pages that appear on the front side of each sheet, you'll flip the sheets, re-open this window, and select Back side only before printing again. 9 Select an option from the "Binding" menu. The default option is Left, which prints the booklet like a book (folded on the left side) for left-to-right text.[9] If you want to fold the booklet on the long side of the page, select Left (Tall). If you're printing in a language that reads right-to-left, select Right or Right (Tall) (if you want to fold the booklet on the long side of the page). 10 Set additional printing preferences (optional). Printers vary in capabilities, but you can typically click Properties next to the printer's name to choose additional settings, such as whether you want to conserve ink, print in color, or specify printing margins. Some printers will automatically fold and staple your booklets if you choose the right settings. Check your printer's instruction manual. 11 Check the printing preview before you print. Use the arrow buttons below the print preview to page through the document. If you need to make any changes to the layout, make those changes before you continue.[10] 12 Click Print to print your booklet. If you have an automatic-duplex printer, the pages will print on both sides of each sheet automatically. If you had to print the front-side only, re-insert the printed pages in accordance with your printer's instructions, return to File -> Print, select Booklet, and then chose Back side only from the "Booklet subset" menu. 13 Fold your finished booklet. If your printer did not fold your booklet automatically, fold it along the desired spine (right or left). You can also staple the booklet to keep the pages intact. Advertisement 1 Open Microsoft Word. You can use Microsoft Word to print any multiple-page DOC or DOCX document as a booklet. You'll usually find Word in a folder called Microsoft Office in the Start menu. 2 Open the document you want to print. Here's how:[11] Click the File menu at the top-left corner. Click Open. Navigate to the folder that contains the file you want to print. Select the document and click Open. 3 Click the PAGE LAYOUT tab. It's at the top of most versions of Word.[12] 4 Click the icon at the bottom-right corner of the "Page Setup" panel. This panel is in the bar that runs along the top of Word. The icon is a tiny square with a diagonal arrow. Clicking this button will open the "Page Setup" dialog box.[13] 5 Select Book fold from the "Multiple pages" menu. It's under the "Pages" header near the center of the dialog box.[14] This changes the orientation to landscape. 6 Adjust your margins and gutter size. These options are under the "Margins" header near the top of the dialog box. The default margins of 1" should work for most peoples' needs, but you may want to increase the "Gutter" value to a value higher than 1 cm (the default). This gives you more space around the binded/folded part of the booklet.[15] 2 cm should be fine. 7 Click the Paper tab. It's at the top of the dialog box. 8 Choose the correct paper size for your printer. This is usually 8.5" x 11" (Letter) in the US, or A4 in Europe. If you're using a different paper size, select that size instead. 9 Click OK. This saves your document in a format that will print like a booklet. 10 Click the File menu. It's at the top-left corner. 11 Click Print. This opens the Print dialog. 12 Select your printer from the "Printer" menu. Be sure to select a printer that supports printing on both sides of a single page (either automatic or manual duplex). 13 Select a Print on Both Sides option under "Settings." The option you choose depends on your printer and your booklet.[16] If your printer automatically prints on both the front and back sides of a sheet without you having to flip the page manually (automatic duplex printing), select Print on Both Sides (Flip pages on long edge) to print in a standard book-like format, or Print on Both Sides (Flip pages on short edge) to flip each page along the shorter side of the page. If you have to manually flip pages to print on both sides, select Manually Print on Both Sides. You'll need to manually reload the pages when prompted by your printer to print on the other side.[17] 14 Set additional printing preferences (optional). Printers vary in capabilities, but you can typically click Printer Properties below the printer's name to choose additional settings, such as whether you want to conserve ink, print in color, or specify printing margins. Some printers will automatically fold and staple your booklets if you choose the right settings. Check your printer's instruction manual. 15 Check the printing preview before you print. Use the arrow buttons below the print preview to page through the document. If you need to make any changes to the layout, make those changes before you continue. 16 Click Print to print your booklet. If you have an automatic-duplex printer, the pages will print on both sides of each sheet automatically. If not, follow the instructions on the printer's panel to reinsert the pages. 17 Fold your finished booklet. 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There are several to choose from, and all are customizable. 6 Insert your own content into the booklet. The look of your booklet is up to you, but you'll typically want to replace most, if not all, of the text and logos from the template with your own content. To insert an image, click the Insert tab, select Pictures, and then Pictures from File. Select the photo you want to import, then drag it to the desired location in the booklet. Remove any placeholder text on the template and replace it with your own. To remove any visual element or text from the booklet, select the item (or highlight the text), then press Del. Don't forget to save your work as you make changes. 7 Click File when you're ready to print. It's at the top-left corner.[19] 8 Click Print. A preview of your booklet will appear, as will some settings you can modify. 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