

Printing a PDF as a Half-Page Booklet

Adobe Acrobat instructions for Mac, PC, automatic duplex, and manual double-sided printing

Important: Booklet printing places two PDF pages on each side of a sheet. On U.S. Letter paper, the printed pages fold into a half-page booklet, approximately 5.5 × 8.5 inches. Use Adobe Acrobat or Acrobat Reader, not a browser print window.

Before You Print

1. Open the PDF in **Adobe Acrobat or Acrobat Reader**.
2. Confirm the page count. **Booklets work best in multiples of 4 pages** because each folded sheet creates four booklet pages. Add blank pages if needed.
3. Load the paper size you want to fold. **Use U.S. Letter for a half-page booklet** unless your product requires a different paper size.
4. **Print a 4-page test first** if you are using a new printer, a new paper tray, or manual double-sided printing.

Set Up Booklet Printing on a Mac or PC

5. Open the print window: **Mac: File > Print or Command + P. PC: File > Print or Ctrl + P.**
6. Select the correct printer from the **Printer** menu.
7. In **Pages to Print**, choose **All** or enter a specific page range.
8. Under **Page Sizing & Handling**, select **Booklet**. Do not choose “Multiple” or “2 pages per sheet”; Booklet handles the page order for folding.
9. Set **Binding** to **Left** for standard left-bound materials. Use Right only for right-bound booklets.
10. Select **Auto-rotate pages within each sheet** so Acrobat can fit the pages correctly.
11. Leave **Sheets from** unchanged unless you are intentionally printing only part of a large booklet.

Choose the Correct Double-Sided Printing Method

Printer Type	Acrobat Booklet Subset	What to Do
Automatic duplex printer	Both sides	Print once. Acrobat arranges the booklet pages, and the printer prints both sides automatically.
Manual double-sided printer	Front side only, then Back side only	Print the front sides first. Reload the same stack exactly as your printer requires, then print the back sides.

Automatic Duplex Printer Steps

12. In **Booklet subset**, choose **Both sides**.
13. Open printer **Properties / Preferences** if your system requires it and make sure automatic duplex or two-sided printing is enabled.
14. If the printer driver asks for a flip edge, print a 4-page test. For many booklet jobs on landscape sheets, **short-edge flip** is the correct choice, but printer drivers vary.
15. Click **Print**. When printing finishes, fold the stack in half and staple along the center fold.

Manual Double-Sided Printer Steps

16. In **Booklet subset**, choose **Front side only**. Click **Print**.
17. **Keep the printed stack in the exact order it comes out of the printer.** Do not reorder, rotate, or flip pages unless your printer instructions tell you to.
18. Reload the stack into the paper tray for the second pass. Use your printer’s manual-duplex guide or a 4-page test to determine whether the printed side should face up or face down.
19. Return to Acrobat with the same settings, change **Booklet subset** to **Back side only**, then click **Print**.
20. Fold the finished stack in half and staple along the center fold. If the back sides are upside down or in the wrong order, adjust the reload direction and repeat the test before printing the full booklet.

Mac Notes

- Use Acrobat’s Booklet option in the Acrobat print window. The macOS Layout > Two-Sided setting alone does not arrange booklet page order.
- If Two-Sided is unavailable or greyed out, the selected printer or driver may not support automatic duplex printing.

PC Notes

- Use Acrobat’s Print dialog first, then open Printer Properties or Preferences only for printer-specific duplex settings.
- Do not print from a web browser preview if you need booklet order; open the file directly in Acrobat or Acrobat Reader.

Quick Troubleshooting

Problem	Fix
Pages are out of order	Use Booklet, not Multiple or 2 pages per sheet. Leave Sheets from unchanged unless printing a section.
Back sides are upside down	Change the reload direction for manual duplex or adjust the driver’s flip-edge setting for automatic duplex.
Last page prints blank	The PDF page count is probably not a multiple of 4. This is normal, or add intentional blank pages.
Text is too close to the fold	Increase inside margins in the source file before exporting to PDF, then print the booklet again.

Reference: Adobe Acrobat Help, “Print booklets.”

<https://helpx.adobe.com/acrobat/desktop/print-documents/booklets-posters-banners/print-booklets.html>