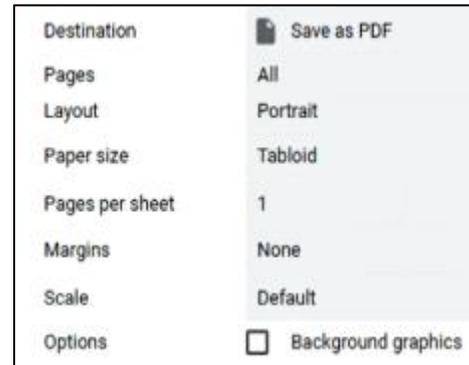


Web Page to PDF Using Chrome Browser and Adobe Reader

5/25/2022

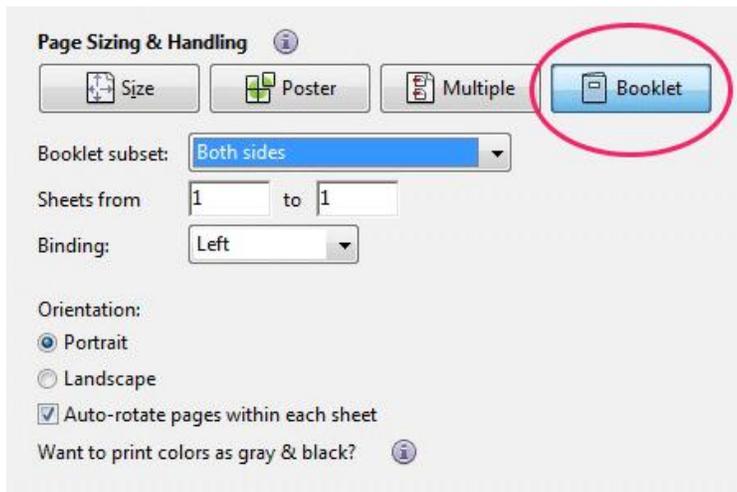
If the PDF has not been Downloaded, Save the Web Page:

1. Visit the page you want to save.
2. Open the Chrome Menu
3. Click the "Print" option.
4. Change the Print Destination
5. Choose to Save as PDF with options shown



Booklet Printing PDF Using Adobe Reader (4 or more pages per 8.5x11 folded paper)

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.
4. **All** prints pages from front to back.
5. **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.
6. Under Page Sizing & Handling, choose **Booklet**.



7. 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, or **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.



8. Leave the numbers in the Sheets From boxes as they are. Acrobat or Reader determines which sheets must print to accommodate the print job. For example, if you have a 16-page PDF and you selected All in the Print Range area, then sheets 1 through 4 print.



9. Select **Auto-Rotate Pages** to automatically rotate each page for the best fit in the printable area.

