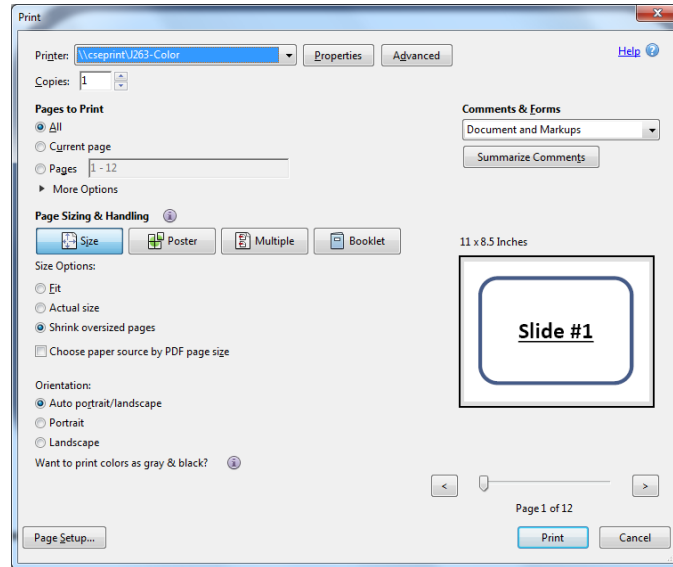
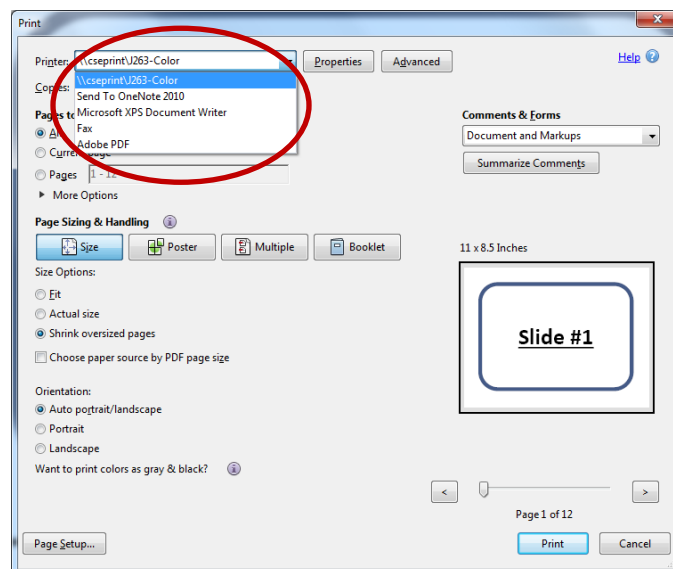


How to print custom slide handouts from a PDF document.

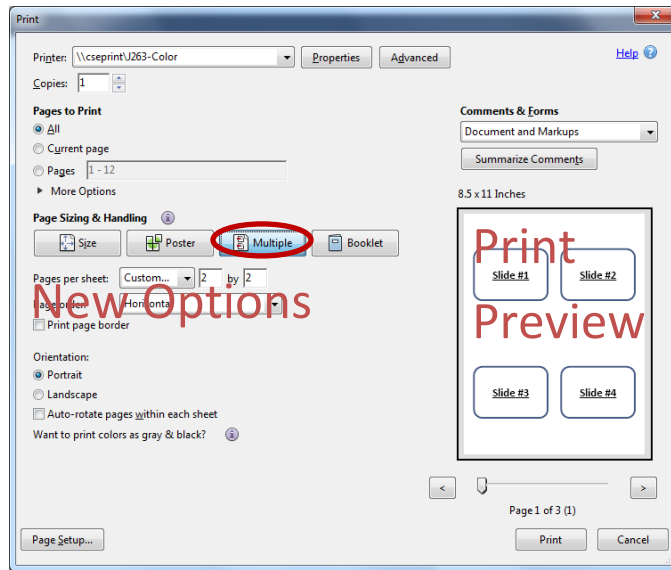
Start by opening the PDF file you need to print and open the Acrobat “Print” dialog box by either clicking on “File” and then “Print” or by pressing the “CTRL” and “ALT” keys at the same time.



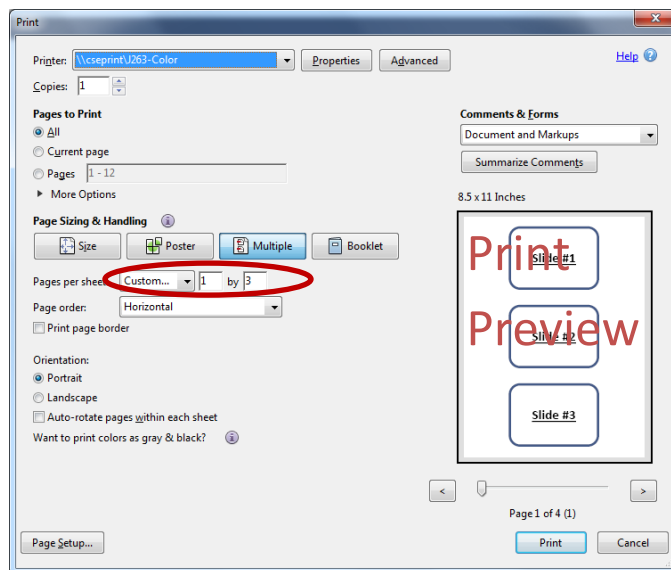
Clicking on the “Printer:” drop menu you can select any available printer for handouts printed on paper, or if available, you can select the “Adobe PDF” option to create a new PDF handout with multiple slides per page.



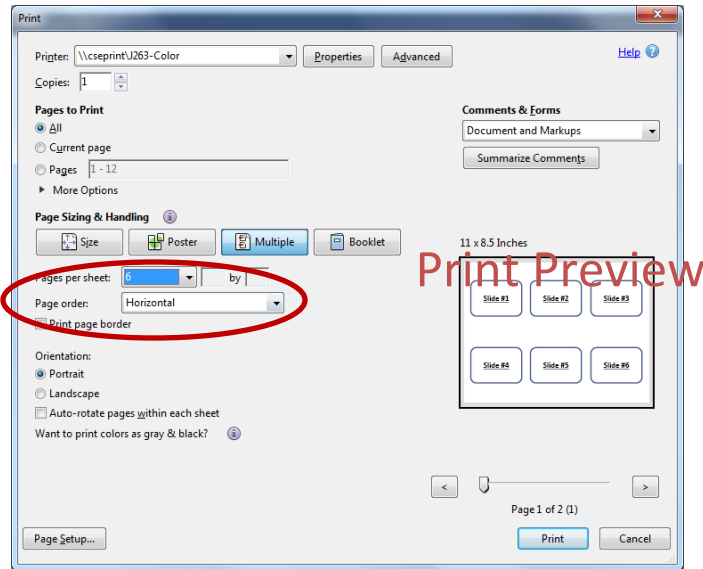
Click on the “Multiple” button listed under “Page Sizing & Handling”. Note the new options will appear below the “Multiple” button and the print preview box will also be updated automatically.



The “Pages per sheet:” drop menu has the option “Custom” which will allow you to specify the number of slides to print on each page by specifying the number of Columns by the number of Rows. In the example below it was entered with “1 by 3” to print 3 slides total as seen in the print preview.



The “Pages per sheet:” drop menu also has preset options for the number of slides per page that you can also choose. The “Page Order” option will adjust if the slides are printed with any combination of bottom-up, top-down, left-right or right-left, but generally should be left and the default “Horizontal”. The option “Print page border” is simply if you would like a page border printed around each slide or not.



The last important option is the “Orientation” choices of “Portrait” versus “Landscape”. This is the page orientation and not the slide orientation on the page. If you have any doubts about the settings being correct for you needs, Adobe provides an excellent print preview area in the “Print” window, so what you see is what will be printed.

