## 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.

Print	×
Prigter: Ncseprint/J63-Color	] Help 🕢
Pages to Print ⊕ ∆II © Current page © Pages ∏ - 12 ► More Options	Comments & Forms Document and Markups Summarize Comments
Page Sizing & Handling  Poster  Multiple  Booklet  Size Options:  Et  Actual size  Shrink oversized pages  Choose paper source by PDF page size  Orientation:  Auto potrait/landscape Potrait	11 x8.5 Inches
C Landscape Want to print colors as gray & black?  Page Setup	Page 1 of 12 Print Cancel

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.

Print	×
Printer Acceptint U263-Color Properties Advanced	Help 🕑
Send 1o Onelvote 2010 Page 14 Minosoft XPS Document Writer Carrolouses Page 14 Adobe PDF Quarrolouses Pages 1 1 More Options	Comments & Forms Document and Markups  Summarize Comments
Page Sizing & Handling @         Size Options:         Et         Actual size         Shrink oversized pages         Choose paper source by PDF page size         Orientation:         Auto potrak/landscape         Potrait	11 x 8.5 Inches
C Landscape Want to print colors as gray & black? () Page Setup	Page 1 of 12 Print Cancel

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.

Print	×
Printer: \\\cseprintU263-Color   Properties Advanced Copies: 1	Help 🖗
Pages to Print ⊛ ∆II © Current page © Pages ∏ - 12 ► More Orninos	Comments & Forms Document and Markups  Summarize Comments
Pages per sheet: Custom	Print Slide#1 Preview
Orientation: © Portrait © Landscape © Auto-rotate pages within each sheet Want to print colors as gray & black?	Slide #3
Page Setup	Page 1 of 3 (1) Print Cancel

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.

Print	
Printer: (\\cseprint\J263-Color   Properties Advance Content 1  Advance	ed Help 😧
Lopies: µ v Pages to Print ⊗ All ⊂ Current page Pages 1 - 12 ► More Options	Comments & Forms Document and Markups Summarize Comments 8.5 x 11 Inches
Page Sizing & Handling () Size Poster () Multiple Dooklet Pages per shee (Custom v 1 by 3	Print
Page order: Honzontal Print page border Orientation: © Portrait	Preview
© Landscape □ Auto-rotate pages <u>w</u> ithin each sheet Want to print colors as gray & black? ③	Slide #3
	< 0 > Page 1 of 4 (1)
Page Setup	Print Cancel

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.

Prigter: [\\cseprint\U263-Color  Properties Advanced Copies: 1 Advanced Pages to Print Advanced Advanced Advanced Advanced Pages It - 12 More Options Page Sizing & Handling  Figs Size Poster Fig Multiple Booklet Pages per Sheet Fig Poster Fig	Lep ? Comments & Forms Document and Markups Summarize Comments
Copies:       1         Pages to Print         II         Current page         Pages ji - 12         More Options         Page Sizing & Handling         Size         Poster         Size         Optime         Booklet         Oges per sheet:	Comments & Forms Document and Markups  Summarize Comments
Pages to Print ◎ All ○ Current page ○ Current page ○ Current page ○ Super 1 - 12 ► More Options Pages Sizing & Handling ◎ ○ Size ● Poster ▷ Multiple ● Booklet ■ Current page ● Dester ● Size ● Size	Comments & Eorms Document and Markups Summarize Comments 11 x 8.5 Inches
Quirnt page     Current page     Pages 1-12     More Options Page Sizing & Handling     Im Poster     Im Pos	Document and Markups Summarize Comments
Current page Pages [1 - 12 ► More Options Page Sizing & Handling ③ E Size E Poster E Multiple E Booklet roges per sheet: € ↓ by	Summarize Comments
Pages µ - 12 → More Options Page Sizing & Handling Size  Poster  Size  Booklet Project poster Project post	11 x85 Inches
More Options Page Sizing & Handling  Size Poster Size Size Poster Poster Profile Poster Profile Poster Pos	11 x8.5 Inches
Page Sizing & Handling () Size Poster () Multiple Booklet reges per sheet: () by Pr	11 x 8.5 Inches
Size Poster Multiple Booklet	11 x 8.5 Inches
rages per sheet:	dint Drovia
rages per sheet: 6 by	
	+++  F+  F+  F+  F+  F+  F+  F+  F+
Page order: Horizontal	Slide #1 Slide #2 Slide #3
Print page border	
Orientation	
Portrait	Slide #4 Slide #5 Slide #6
© Landscape	
Auto-rotate pages within each sheet	
Want to print colors as gray & black?	
<	``````````````````````````````````````
	Page 1 of 2 (1)
Page Setup	Print Cancel

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.

Print	<b>X</b>
Printer: [\\cseprintU263-Color  Properties] Advanced Copies: 1	Help 😧
Pages to Print ● △II ○ Current page ○ Pages 1 - 12 ► More Options	Comments & Forms Document and Markups Summarize Comments 8.5 x 11 Inches
Page Sizing & Handling Pages per sheet: Pages per sheet: Page order: Print page border Orientation: Portrait andrscape: procertotate pages within each sheet Want to print colors as gray & black?	Slide #2 Print Slide #2 Slide #4 Preview Slide #5 Slide #5
<     Page Setup	Page 1 of 2 (1) Print Cancel