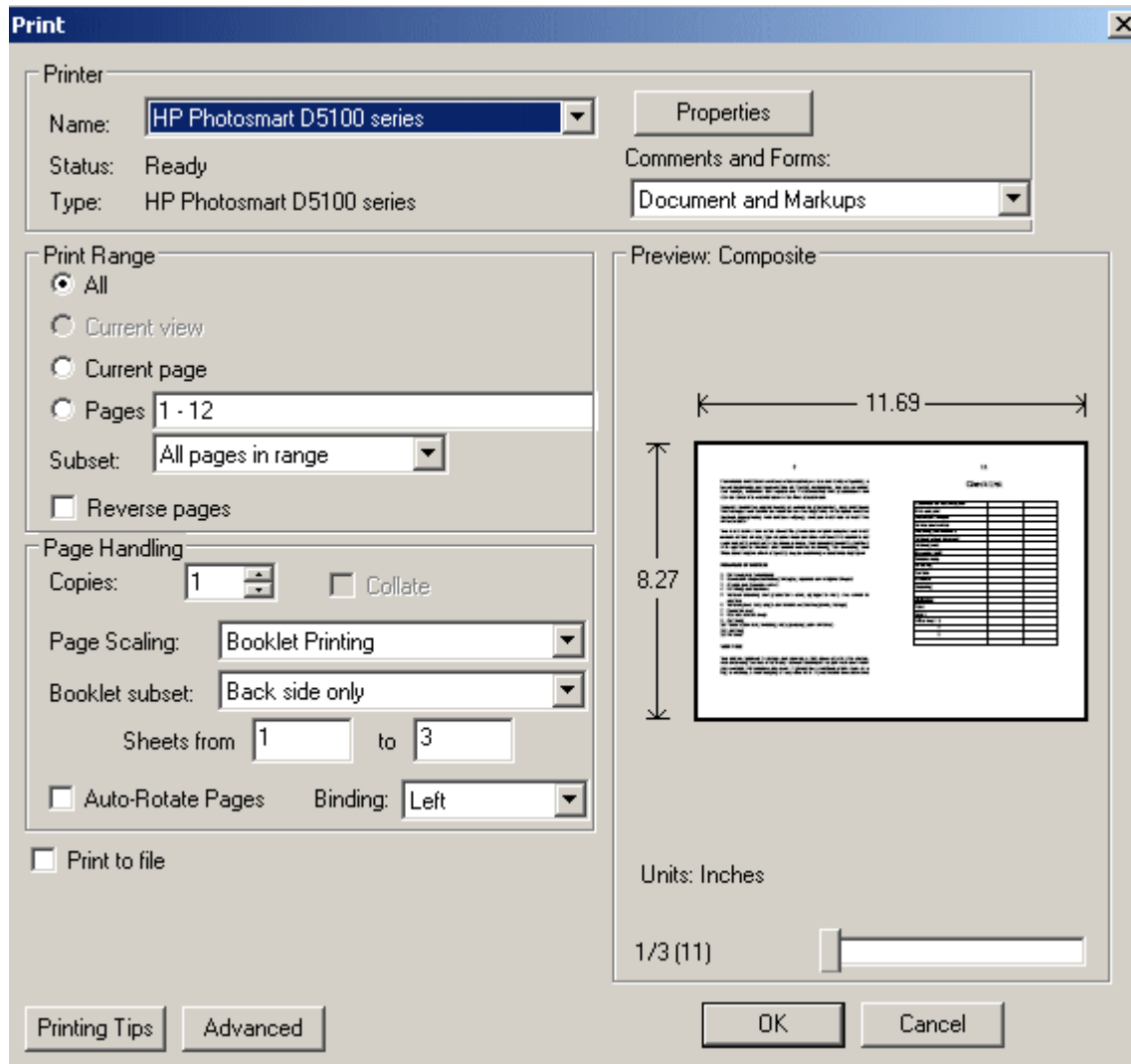


# Printing Certificate of Achievement Booklets from the PDF file

The instructions below are for Adobe Reader 8, if any of the options are greyed out, you may need to check that double sided printing is enabled on your printer.

1. Click the print button
2. Set your printer to A4 landscape
3. Set the pdf printing properties as per the screen print below



4. Pay particular attention to the page handling, making sure the page scaling is set to 'Booklet Printing' with the binding set to 'Left'
5. Set the booklet subset to 'Front side only' and print one side of the sheets
6. Press the print button again leave the printing properties the same except for changing the subset to 'Back side only', now put the sheets back in the printer and print the other side

**Note:** The *Advanced Certificate* takes one sheet the *Tapestry Booklet* prints on three sheets and the rest take four.