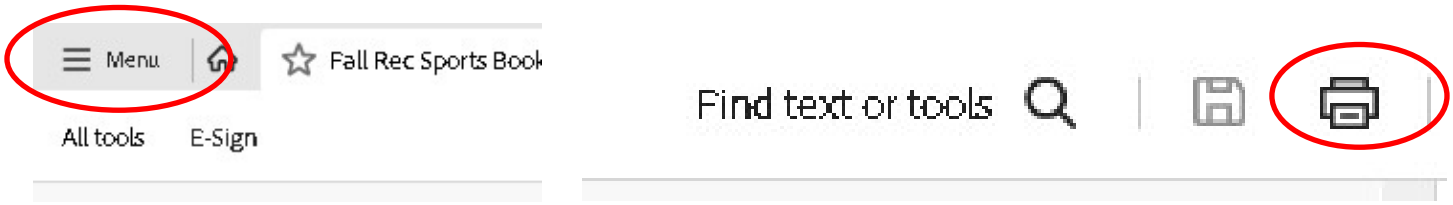
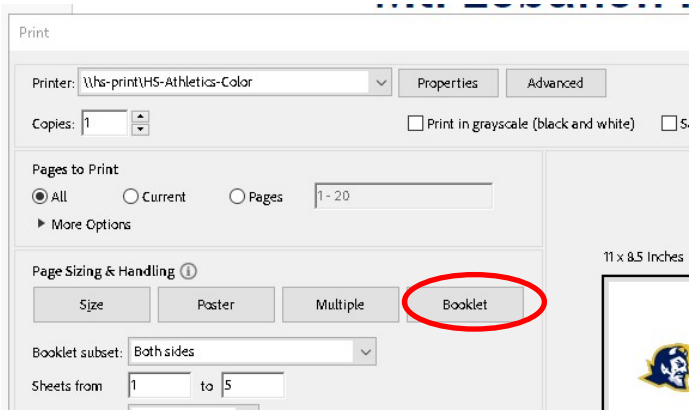
PDF Booklet Printing Instructions

1. Save PDF downloaded from website.
2. Open PDF file in Acrobat Reader. If you don't have Acrobat Reader, you can download here. From the hamburger menu at top left of screen, choose 'print'. Or, click on the printer icon at the top right of the document.



3. A print dialogue box will open

4. Select booklet option on print screen menu.



5. Select print and follow instructions on your printer for double-sided printing.

6. Assemble and staple booklet.

Caution:

If your printer does not support Automatic Duplex printing, you'll need to turn or flip the pages and feed them back in. The exact steps depend on your printer model, and you can update the settings using the printer Properties in the Print dialog box. For more information, see Double-sided Printing.

NO PRINTER? ALTERNATIVE PRINTING OPTION—

**Save booklet document from Mt. Lebanon Athletic website to flash drive
**Bring the flash drive and visit Office Depot at Village Square / 4000 Oxford Dr, Bethel Park, PA 15102
**They can print the document at the print desk.