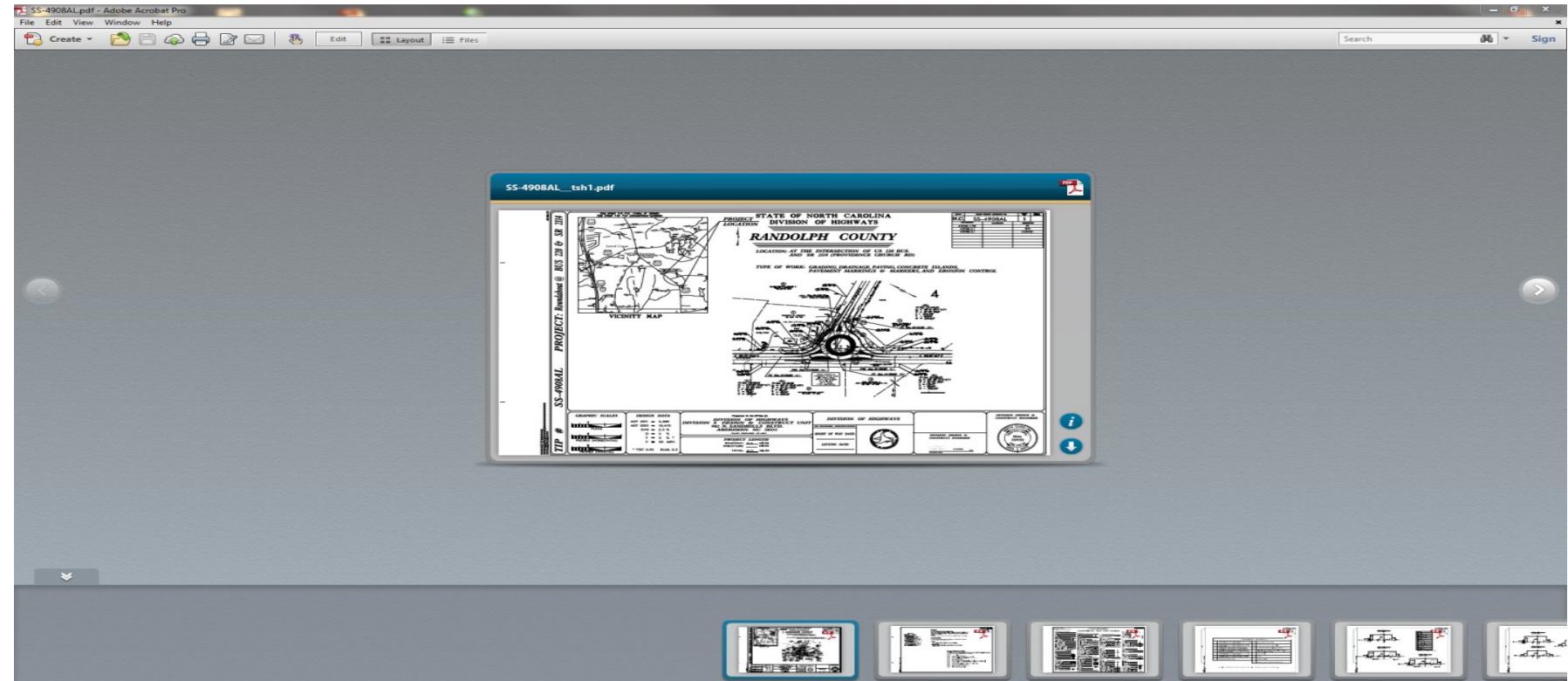


How To Print Pages In Order In Adobe Acrobat Pro Portfolios

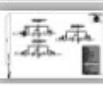
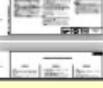
Adobe usually opens up with the layout view of the plans in the portfolio.



While this view is good for viewing files in a portfolio, it is not good for printing all of them at one time.



For printing all sheets in the plan set, select **Files** to get this view with details of each pdf in the portfolio.

Name	Display Name	Description	Modified	Size	Order
 SS-4908AL_tsh1.pdf	SS-4908AL_tsh1.pdf		2/3/2015 11:36:00 AM	851.0 KB	0
 SS-4908AL_1A.pdf	SS-4908AL_1A.pdf		2/3/2015 11:35:57 AM	473.7 KB	1
 SS-4908AL_1B.pdf	SS-4908AL_1B.pdf		2/3/2015 10:36:10 AM	932.1 KB	2
 SS-4908AL_TYP_2.pdf	SS-4908AL_TYP_2.pdf		2/3/2015 11:36:01 AM	257.1 KB	3
 SS-4908AL_TYP_2A.pdf	SS-4908AL_TYP_2A.pdf		2/3/2015 11:36:01 AM	322.7 KB	4
 SS-4908AL_TYP_2B.pdf	SS-4908AL_TYP_2B.pdf		2/3/2015 11:35:55 AM	256.9 KB	5
 SS-4908AL_TYP_2C.pdf	SS-4908AL_TYP_2C.pdf		2/3/2015 11:35:56 AM	316.9 KB	6
 SS-4908AL_TYP_2D.pdf	SS-4908AL_TYP_2D.pdf		2/3/2015 11:35:56 AM	323.9 KB	7
 SS-4908AL_DET_2-E.pdf	SS-4908AL_DET_2-E.pdf		2/3/2015 10:36:23 AM	180.2 KB	8
 SS-4908AL_3.pdf	SS-4908AL_3.pdf		2/3/2015 10:25:41 AM	80.91 KB	9
 SS-4908AL_3-A.pdf	SS-4908AL_3-A.pdf		2/3/2015 10:26:16 AM	78.00 KB	10
 SS-4908AL_3B.pdf	SS-4908AL_3B.pdf		2/3/2015 9:23:17 AM	27.76 KB	11
 SS-4908AL_3C.pdf	SS-4908AL_3C.pdf		1/23/2015 4:12:21 PM	27.68 KB	12
 SS-4908AL_PSH_4.pdf	SS-4908AL_PSH_4.pdf		2/3/2015 11:35:59 AM	307.1 KB	13
 SS-4908AL_PSH_5.pdf	SS-4908AL_PSH_5.pdf		2/3/2015 11:35:59 AM	240.4 KB	14
 SS-4908AL_TMP_01_141217.pdf	SS-4908AL_TMP_01_141217.pdf		1/9/2015 2:42:33 PM	614.4 KB	15
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SS-4908AL_TMP_03_141217.pdf	SS-4908AL_TMP_03_141217.pdf				

RIGHT CLICK in this view to pull up the edit menu, and choose **SELECT ALL**.

SS-4908AL.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create Layout Files Search Sign

Name	Display Name	Description	Modified	Size	Order
SS-4908AL_tsh1.pdf	SS-4908AL_tsh1.pdf		2/3/2015 11:36:00 AM	851.0 KB	0
SS-4908AL_1A.pdf	SS-4908AL_1A.pdf		2/3/2015 11:35:57 AM	473.7 KB	1
SS-4908AL_1B.pdf	SS-4908AL_1B.pdf		2/3/2015 10:36:10 AM	932.1 KB	2
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SS-4908AL_3-A.pdf	SS-4908AL_3-A.pdf		2/3/2015 10:26:16 AM	78.00 KB	10
SS-4908AL_3B.pdf	SS-4908AL_3B.pdf		2/3/2015 9:23:17 AM	27.76 KB	11
SS-4908AL_3C.pdf	SS-4908AL_3C.pdf		1/23/2015 4:12:21 PM	27.68 KB	12
SS-4908AL_PSH_4.pdf	SS-4908AL_PSH_4.pdf		2/3/2015 11:35:59 AM	307.1 KB	13
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SS-4908AL_TMP_01_141217.pdf	SS-4908AL_TMP_01_141217.pdf		1/9/2015 2:42:33 PM	614.4 KB	15
SS-4908AL_TMP_01A_141217.pdf	SS-4908AL_TMP_01A_141217.pdf		1/9/2015 2:42:33 PM	418.6 KB	16
SS-4908AL_TMP_02_141217.pdf	SS-4908AL_TMP_02_141217.pdf		1/9/2015 2:42:33 PM	609.4 KB	17
	SS-4908AL_TMP_03_141217.p				

Now the file is ready to print. Click on print.

Create Layout Files Search Sign

Choose your local printer and then click on Properties.

Print

Printer: HP Color LaserJet CP5225 Properties Advanced Help ?

Copies: 1 Print in grayscale (black and white)

Pages to Print:

- All PDF files
- Selected PDF files

Comments & Forms: Document and Markups

Scale: 32%

11 x 8.5 Inches

Orientation:

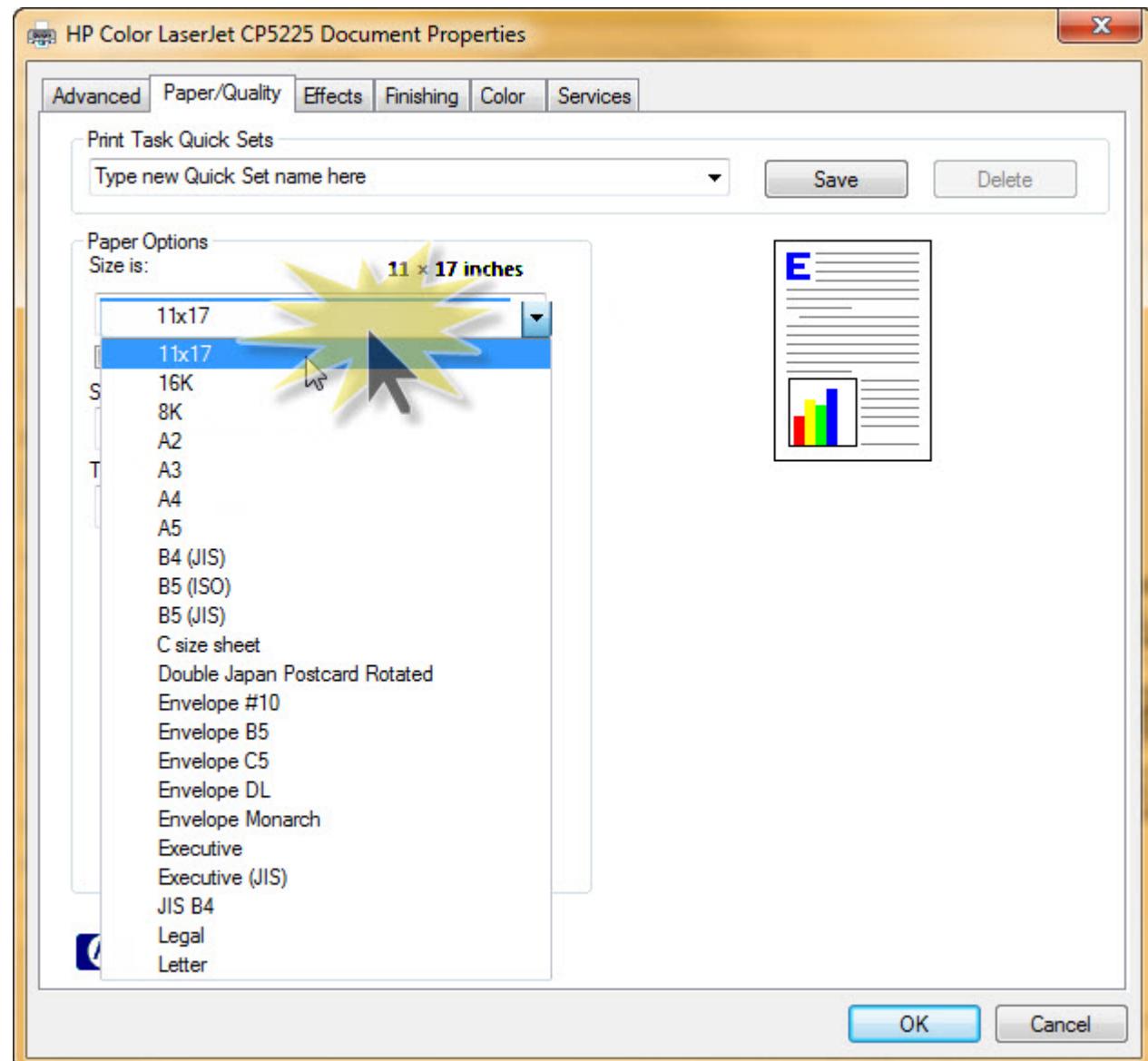
- Auto portrait/landscape
- Portrait
- Landscape

Page Setup...

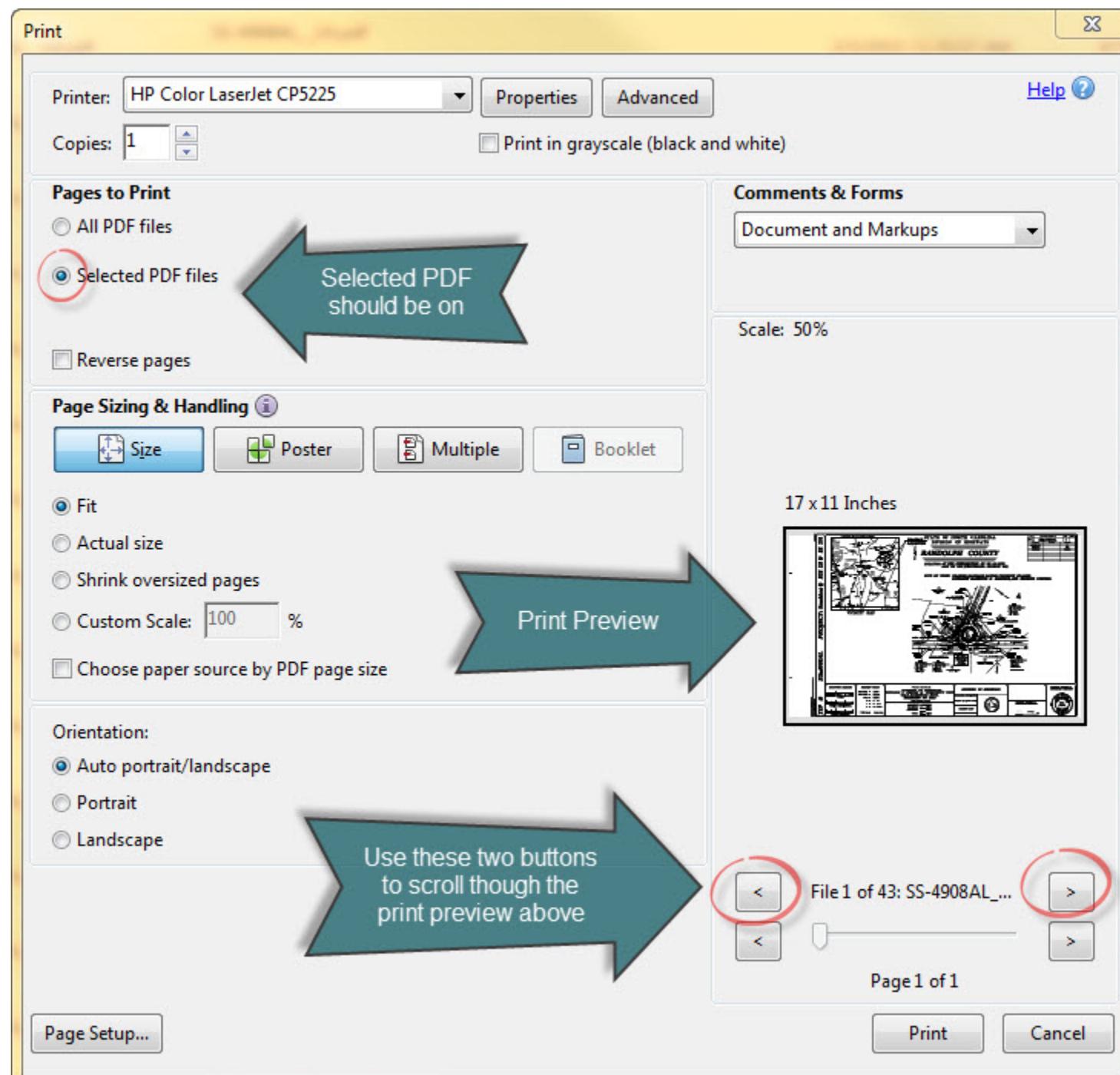
File 1 of 43: SS-4908AL... Print Cancel

Page 1 of 1

Click on the Paper / Quality tab. Under Paper Options change the size to 11X17.



Make sure **Selected PDF files** are on.



The arrows (circled in red) scroll through the Print Preview.

Do this to make sure the order is correct.

Once you are satisfied that everything is correct, the portfolio is ready to print. Press Print.