First, download the file to your computer. (You may see a ⬇ symbol in the upper right corner of your screen to initiate this action.) When you then open the downloaded file, you will see "File" in the upper left corner. Click on that, and choose "Print".

Every printer is different, but all should have a setting for the following:

☑ Booklet

☑ Both sides

☑ Portrait

☑ Autorotate