NOTES ON PRINTING BOOKLET IN INDESIGN

Printing booklets

- 1) Once your InDesign booklet project is ready to print follow these steps:
- Open your document and go File > Print Booklet (Photo 01 below)
 - a) Under the Print Preset drop-down menu, select Default
 - b) Choose All Pages
 - c) Choose your Booklet Type: 2-up Saddle Stitch is recommended
 - d) Select Print Blank Page Spreads if it is an option
- 3) Click the **Print Settings** button at the bottom of the window (see photo 02 below)
 - a) Click on box under Options that says Print Blank Pages
 - b) Check to make sure that LibraryCopier is selected as your Printer
- Select the Setup menu (left hand column) (see photo 03 below)
 - a) Paper size should be Tabloid
 - b) Orientation should be the second icon
 - c) Click on Scale to Fit
- 5) Select the **Marks and Bleed** menu (see photo 04 below)
 - a) Select All Printer's Marks
 - b) Click OK
- Click the **Printer** button at the bottom of the window. (see photo 05 below)
 - a) Make sure "Two-Sided" is selected
 - b) Open the **Two-Sided** drop down and choose **Short-Edge binding** you may have to choose Layout to see this
 - c) Click **Print** to apply those setting changes (don't worry, it won't print yet)

- 7) And again, click **OK** from the second Print window to apply setting changes (we're still not printing yet)
- 8) From the Print Booklet window, click **Preview** in the left column to check on your formatting (see photo 6 below)
- 9) Double check that the preview looks how you want your booklet to print it should fit in the guidelines and it should be totally out of order

10) If you're satisfied, sign-in to PaperCut and click Print

PHOTO 01		
	Print Booklet	
Setup	Setup	
Preview Summary	Print Preset: [Default] Printer: PostScript® File	
	rages: • All O Range: All Pages	
	Booklet Type: 2-up Saddle Stitch	
	Space Between Pages:	Creep: 🗘 0 in
	Bleed Between Pages: 🗘	Signature Size: \vee
	Margins: Automatically Adjust to Fit Marks and Bleeds Top: 0 0 in	Left: C 0 in
	Bottom: 🗘 0 in	8. Right: 🗘 0 in
	Print Blank Printer Spreads	
	Print S	ettings Cancel Print

PHOTO 02

Print		
Print Preset	: [Custom] ~	
Printer	: LibraryCopier @ pcadprinters ~	
PPD	: Kyocera TASKalfa 3050ci KPDL	
General Gen Setup	eral	
Marks and Bleed	Copies: 1 Collate Collate Copies: 1	
Pages Pages		
Color Management	Pages: O All	
Advanced	Range: All Pages	
Summary	Current Page: Letter V.S	
	Sequence:	
	O Pages	
	O Spreads	
	Print Master Pages	
0	Iptions	
Print Layers: Visible & Printable Layers		
Print Non-printing Objects		
Print Blank Pages		
Print Visible Guides and Baseline Grids		
8		
Page Setup) Printer	. Save Preset Cancel OK	

PHOTO 03 Print Print Preset: [Custom] Printer: LibraryCopier @ pcadprinters PPD: Kyocera TASKalfa 3050ci KPDL General Setup Setup Paper Size: Tabloid Marks and Bleed Output Width: 11 in Height: 17 in Graphics Offset: 0 Color Management Orientation: 🝙 🖬 🖬 Gap: 0 Advanced Summary Transverse Options Scale: O Width: Height: Constrain Proportions Scale To Fit (130.21%) Page Position: Centered Thumbnails: Per Page Tile: Overlap: R Page Setup... Save Preset... Printer... Cancel OK

PHOTO 04



PHOTO 05



