

NOTES ON PRINTING BOOKLET IN INDESIGN

Printing booklets

- 1) Once your InDesign booklet project is ready to print follow these steps:
- 2) 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
- 4) 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**
- 6) 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

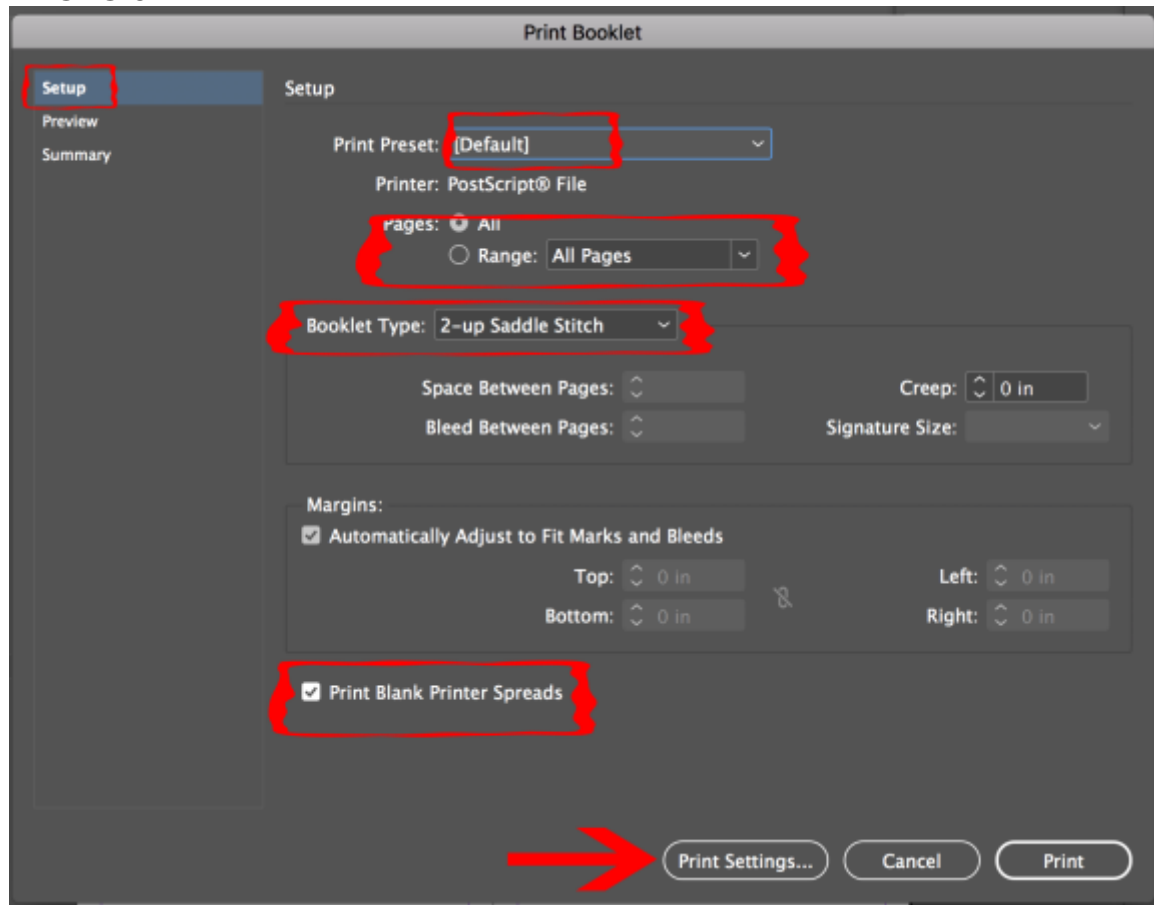


PHOTO 02

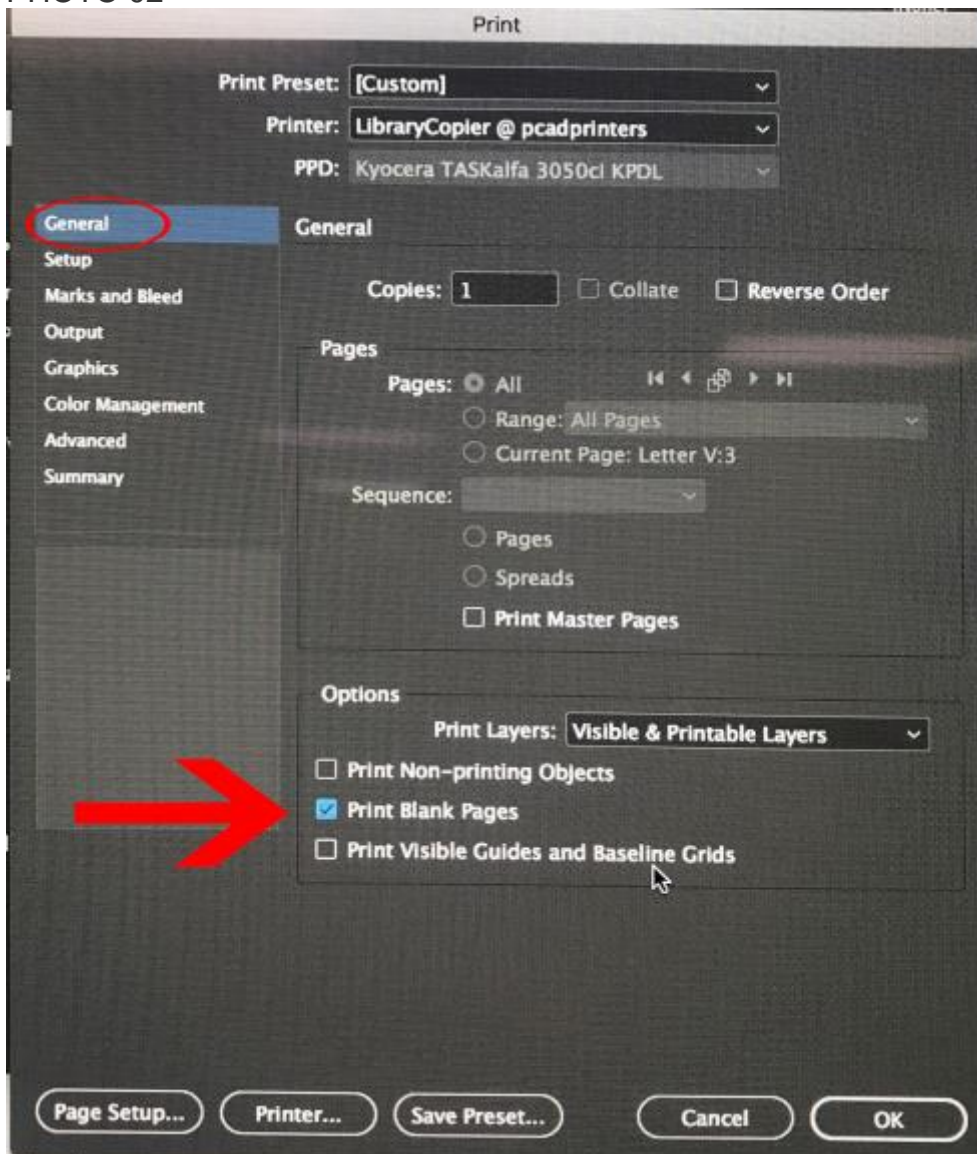


PHOTO 03

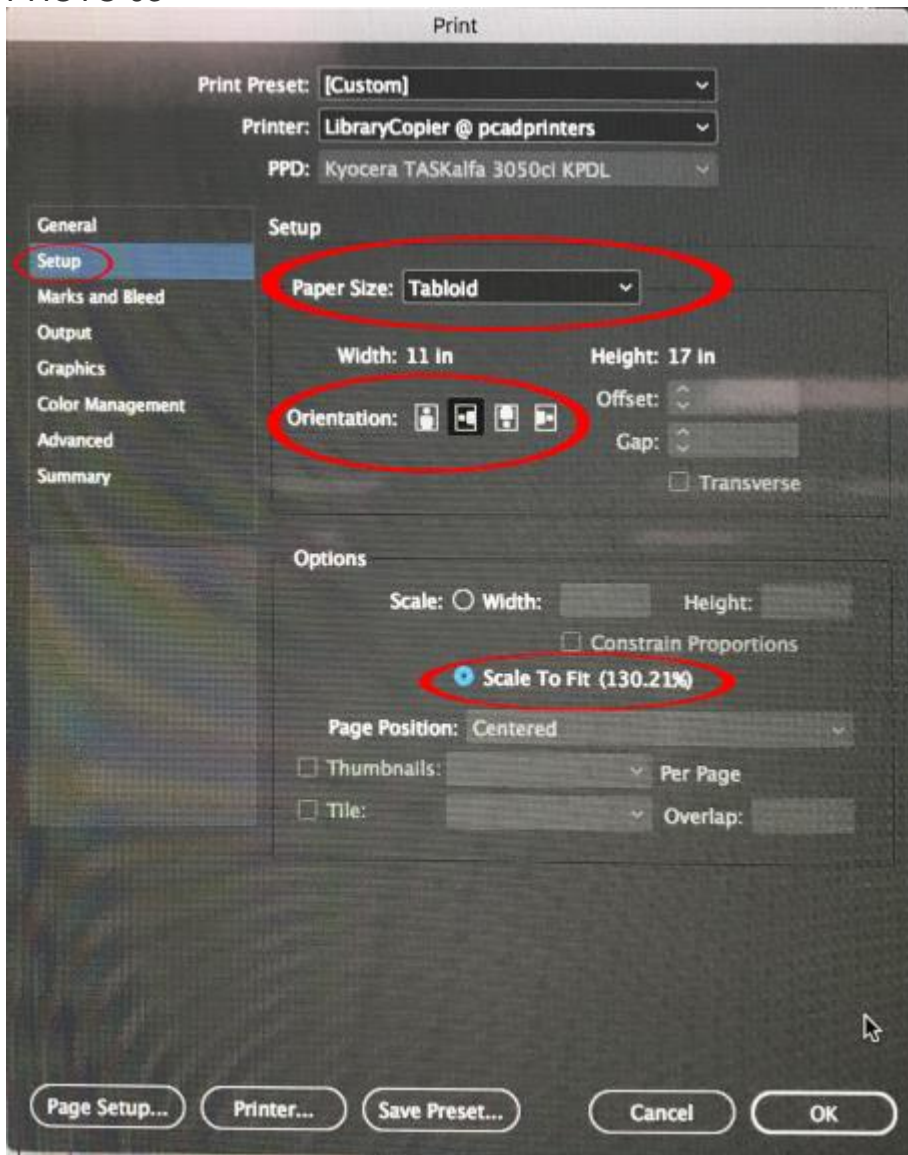


PHOTO 04

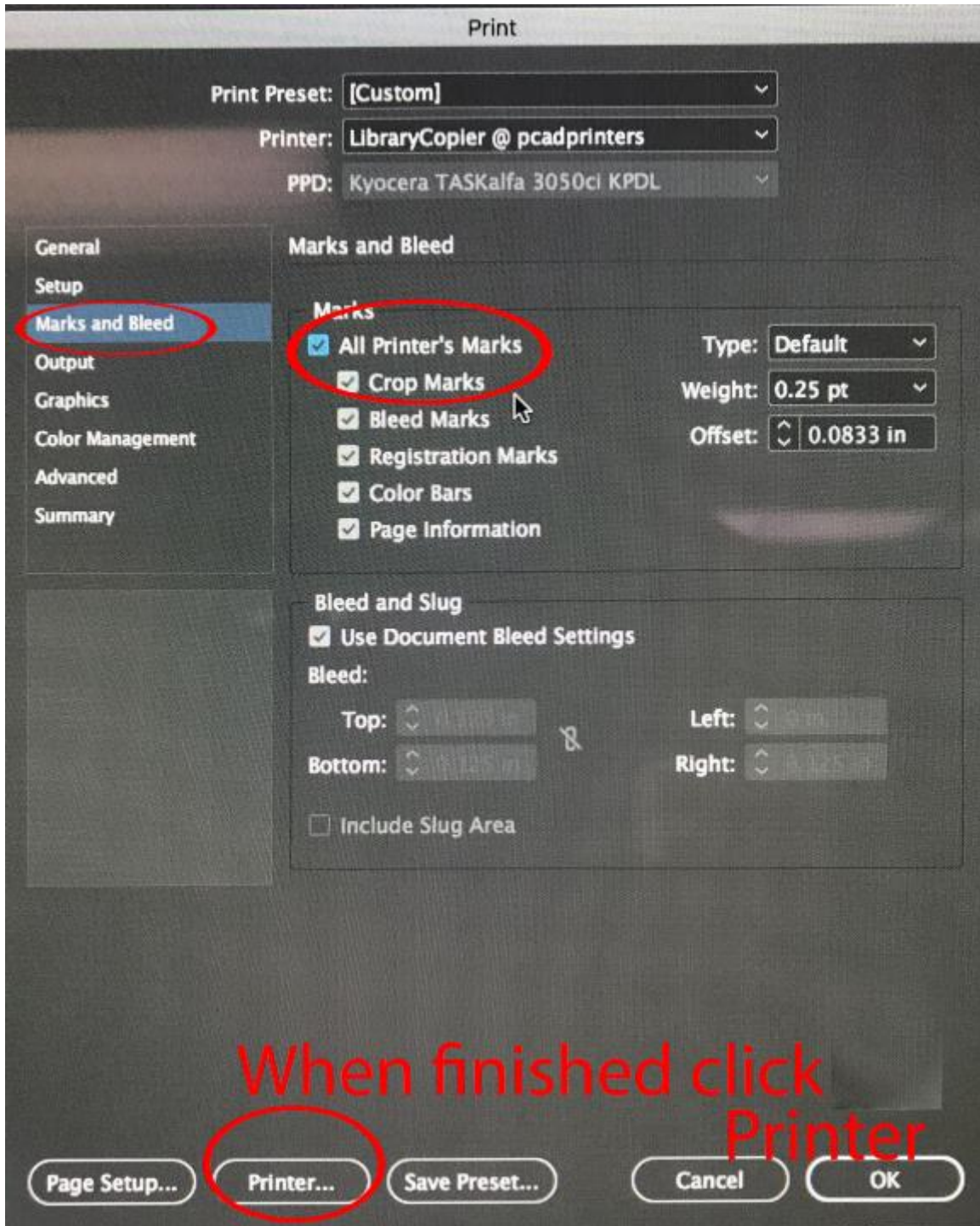


PHOTO 05

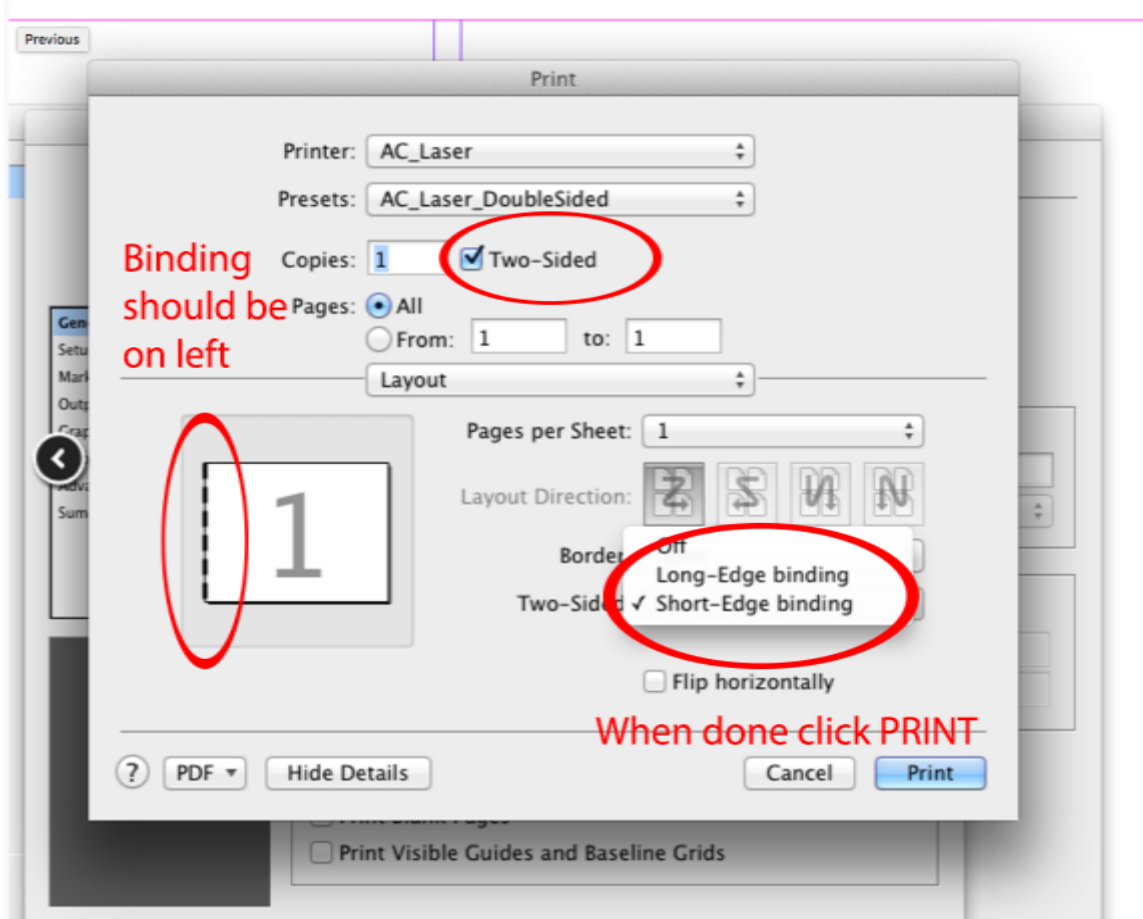
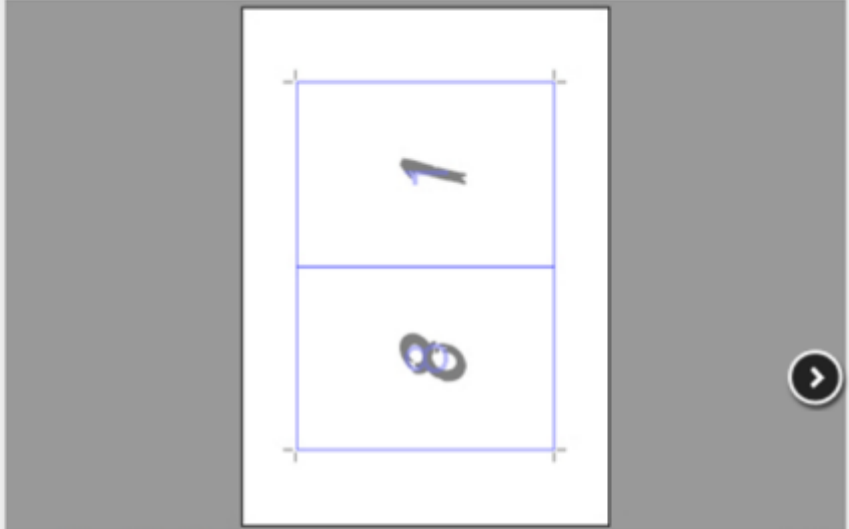


PHOTO 06

Print Booklet

- Setup
- Prev** Next
- Summary



Spread 1 of 4 - Pages(8, 1)

Messages

Warning

Print Settings...

Cancel

Print