

Instructions for Printing and Assembling a Booklet

Although printing a booklet may not seem to be a very difficult task, without some help it can be a very frustrating experience. These instructions are intended to aid InDesign users who are using a Windows PC to print and assemble a well-crafted 5.5 x 8.5 inch booklet.

Note: These instructions do not cover how to digitally create the booklet.

Required Materials:

- Computer
- Printer
- Adobe InDesign (part of the Adobe Suite)
- Scissors (optional)
- Glue stick (optional)
- Stapler

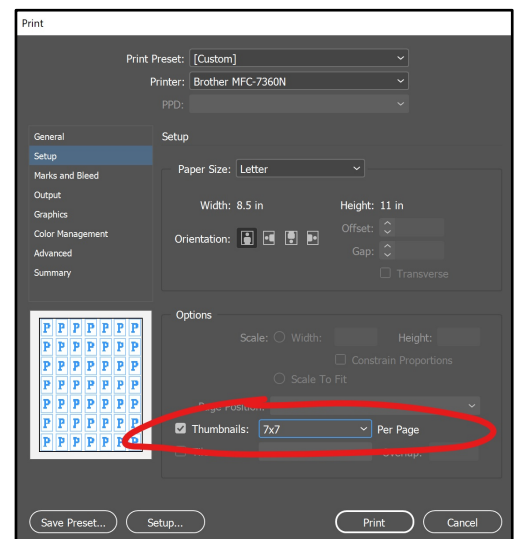
1. Getting ready

- Before you print, be sure that you are connected to a printer that can print double-sided. If you are printing a color booklet, be sure the printer has color ink.
- Check that the printer is filled with 8.5 x 11 letter paper.

2. Optional: Printing a thumbnail preview

A thumbnail preview can help you determine whether you need to make changes before printing the final booklet. Printing a thumbnail preview can be especially helpful for evaluating how the colors in your booklet translate from digital to print. Skip steps 2 and 3 if you are short on time.

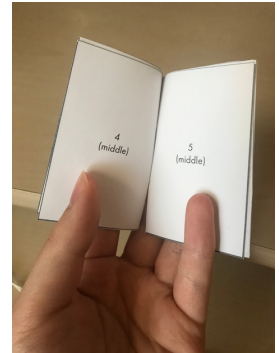
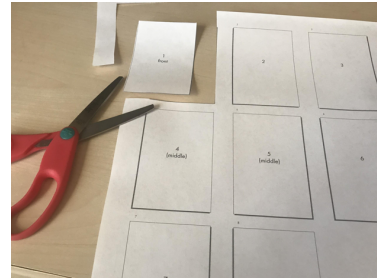
- Open up the InDesign document that contains the booklet to be printed.
- Click **File** in the upper-left corner.
- From the drop-down menu, select **Print**. A dialog box pops up.
- Choose the correct printer from the options listed.
- Click **Setup** in the left column.
- As shown to the right, select **Thumbnail** under **Options**, which results in printing a tiny version of the booklet as a preview.
- Select the thumbnail size option that makes sense for your booklet length.



h. Press **Print** to print the preview.

3. Optional: Assembling thumbnail preview

- a. Remove the printed page(s) from the printer.
- b. Cut out the printed thumbnails with scissors.
The neatness of the cuts do not affect the final product, so don't worry too much about the level of craft here.
- c. Glue consecutive thumbnails together to simulate the double-sided nature of the final product. (Page 1 and 2 should be glued together, as should 3 and 4, and so on.)
- d. Staple these pages together at the edge to make a makeshift mini-booklet.
- e. Determine whether the booklet looks as was intended. If so, proceed to step 4. If not, make any necessary changes within InDesign, and then proceed to step 4.

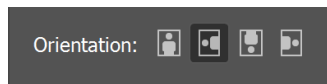


4. Setting up InDesign to print

- a. With the booklet open in InDesign, click **File**.
- b. From the drop-down menu, select **Print Booklet**. A dialog box pops up.
- c. Choose the booklet type that matches your booklet. For a standard booklet, 2-up Saddle Stitch is the recommended choice.
- d. Select **Automatically Adjust to Fit Marks and Bleeds**.
- e. Select **Print Blank Printer Spreads**. (Note: A spread is a set of two facing pages, printed on the same piece of paper).
- f. Click **Preview** on the left side of the Print Booklet dialog box to check whether the format of the booklet and the size of the page is correct.

5. Printing

- a. Click **Print Settings**. Another dialog box pops up.
- b. Click **Setup** on the left side of the Print dialog box.
- c. Select **Print Double-Sided**.
- d. Select the second orientation box to print in landscape format, as shown here:

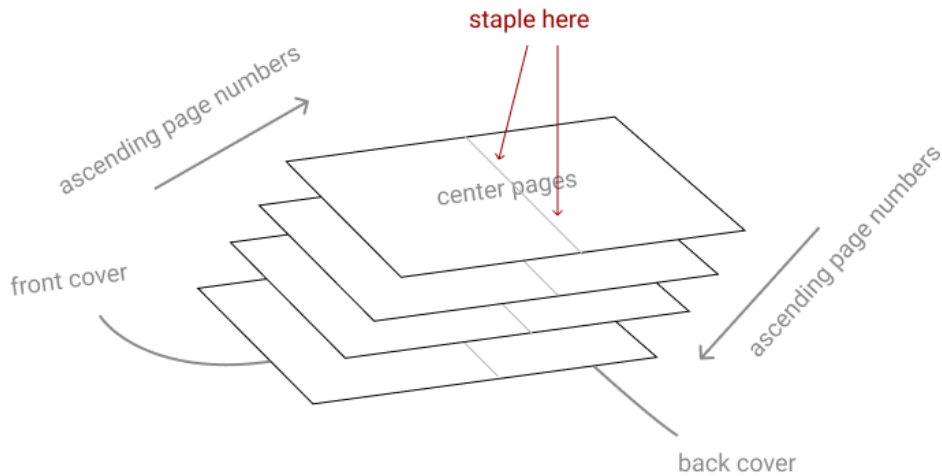


- e. Click **Marks and Bleeds** on the left column, and ensure that **Crop Marks** are *unchecked*. (Due to the size of the pages, there is no space for crop marks and you do not need to trim.)
- f. Click **OK**. The Print dialog box closes.
- g. At the bottom of the Print Booklet dialog box, click **Print** to print the booklet.

6. Assembling the booklet

- a. Remove the printed pages from the printer.

- b. Stack the pages in the correct order. Make sure that each page is where you intend it to be. The topmost spread should be the one that contains the middle two pages of the final booklet. The front and back of the booklet should be at the very bottom of the stack.



- c. Fold the stack in half, along the middle of the spread, such that the shorter (8.5 inch) edges meet and the front and back covers are on the outside.
- d. Un-fold the booklet, laying it facedown such that the front and back cover are faceup.
- e. Staple the booklet along the newly created crease with 2-3 staples. You can use a long reach stapler to do so, or unHINGE a stapler (as shown below).
- f. Congratulations, your booklet is complete!

