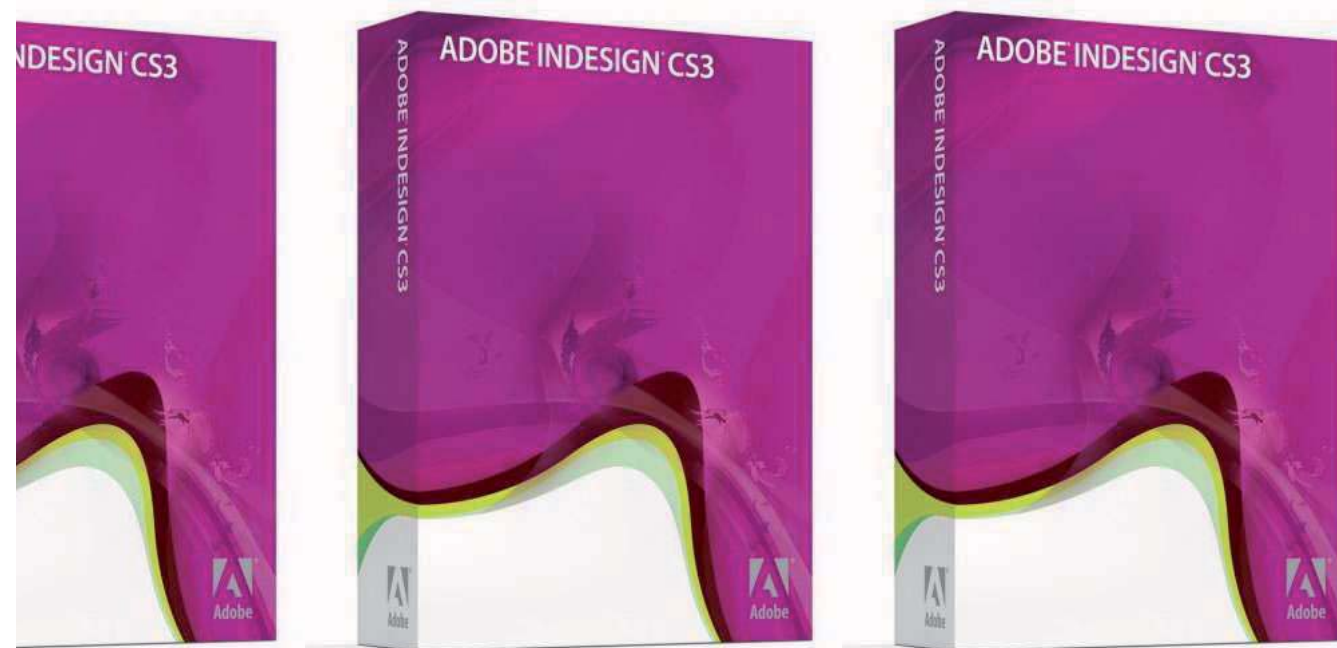


Adobe InDesign Automatic Booklet Printing



[front cover]

It is possible to make InDesign print documents as “booklets” with page spreads flowing continuously across the centre margin and pages automatically duplexed and ordered.

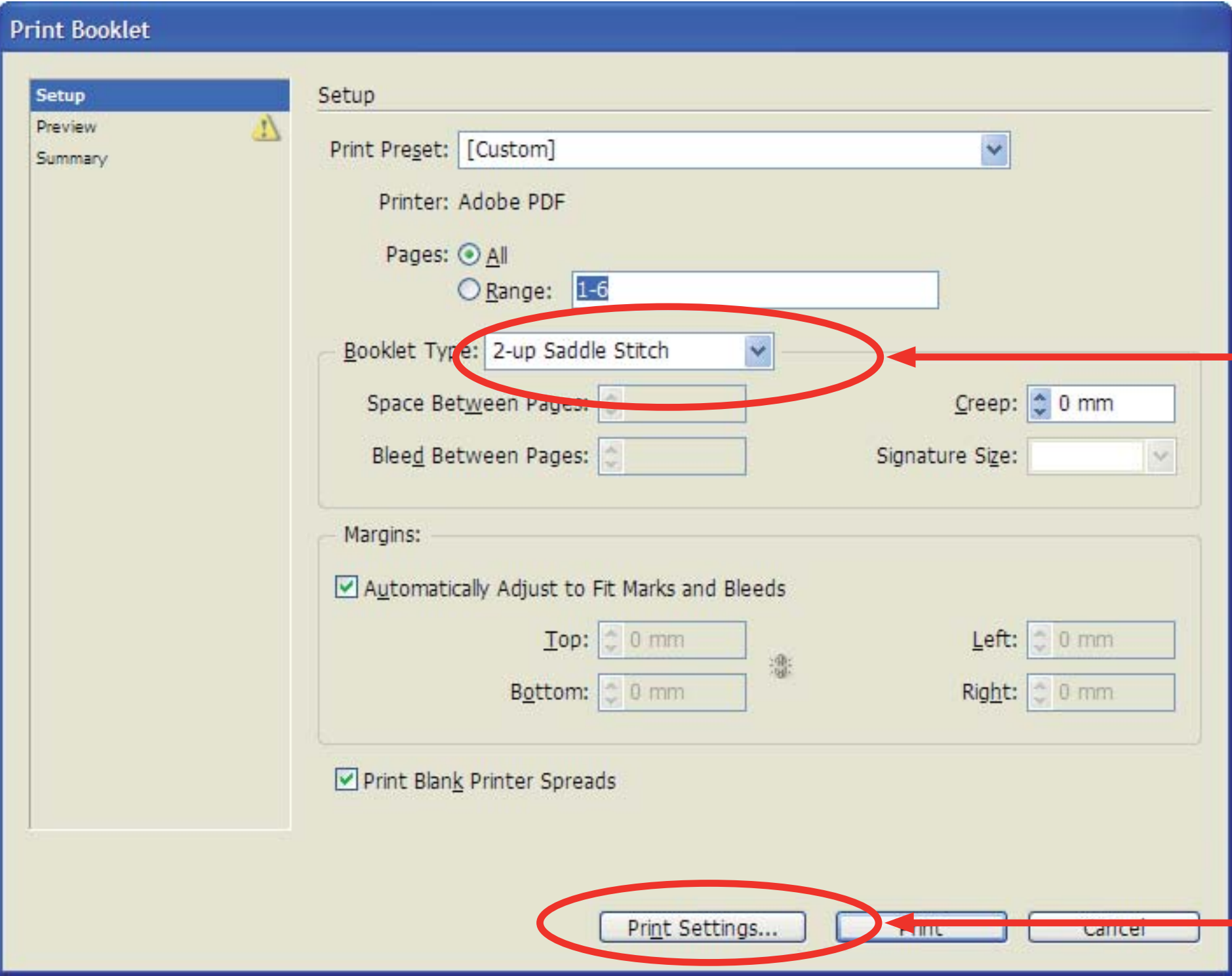
All you have to do then is fold the printed booklet down the middle for binding and the printed booklet is ready.

The organisation of the pages is handled by InDesign.

Booklet printing is started using File - Print Booklet, (not just File - Print)

This process assumes you will be printing A4 pages (so the full spread is A3 - you adjust everything down if you want A5 pages / A4 spread).

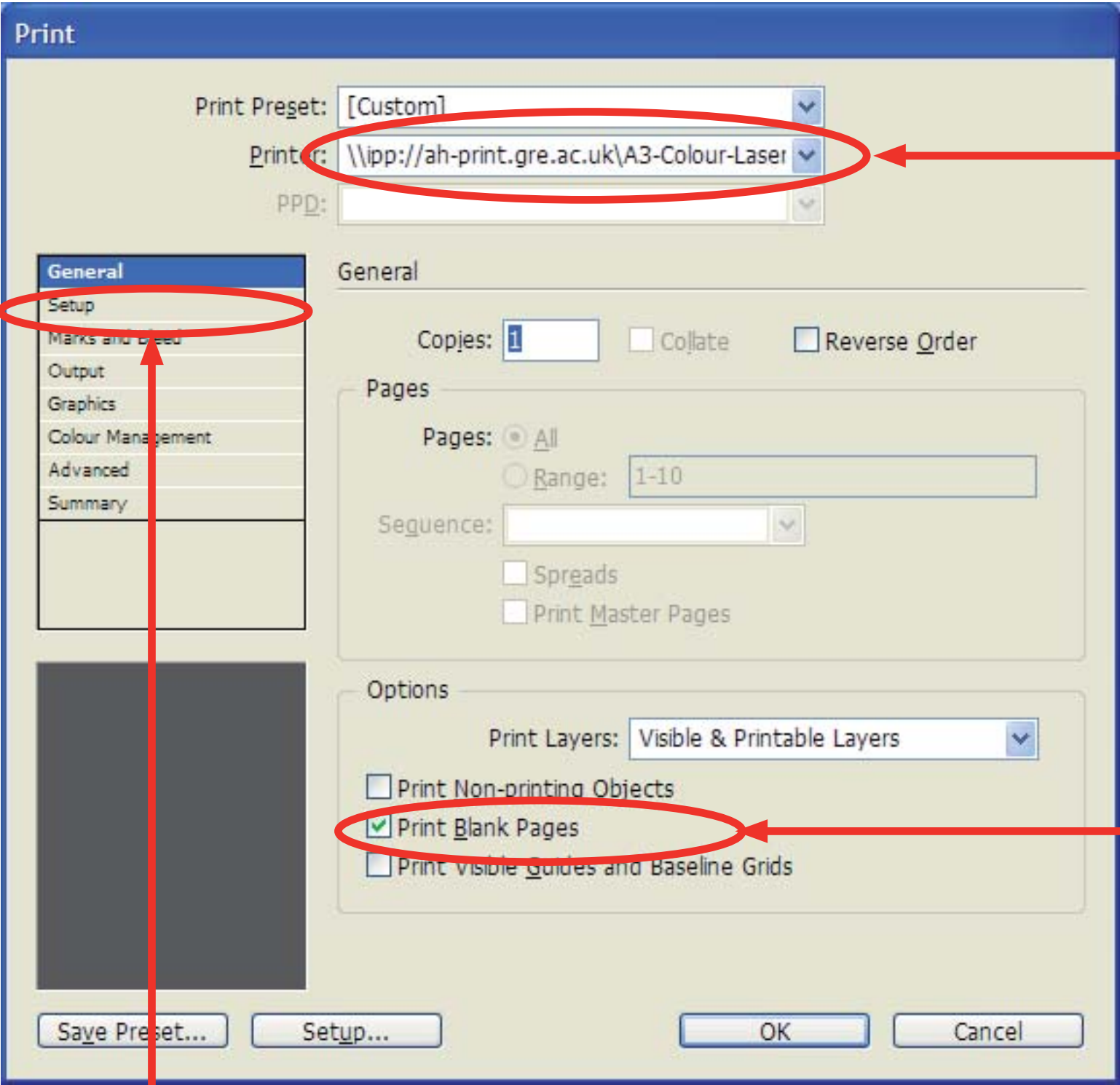
File - Print Booklet



Booklet Type is **2-Up Saddle Stitch**

Then Hit **Print Settings**

In the General section of the Print Settings dialogue box you need to specify the printer queue. This will be the A3 Colour Laser Printer

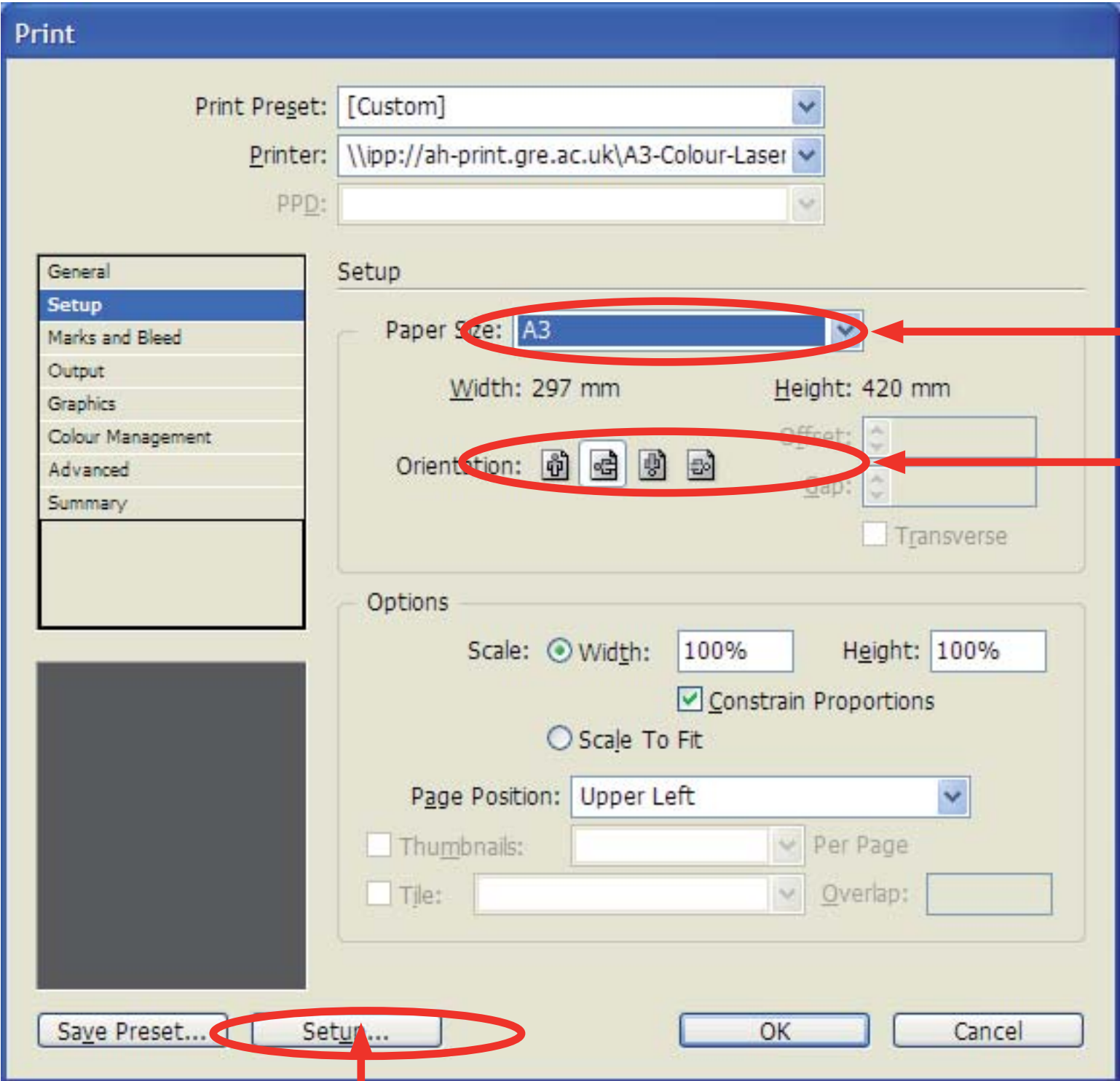


Destination printer:
A3-Colour-Laser-DDS-Queue2

Ensure **Print Blank Pages** is ticked - this is very important, without this pages may get shifted up.

Then move to the Setup section

In the Setup section of the Print Settings dialogue box you need to specify the paper size and orientation - A3 / Landscape

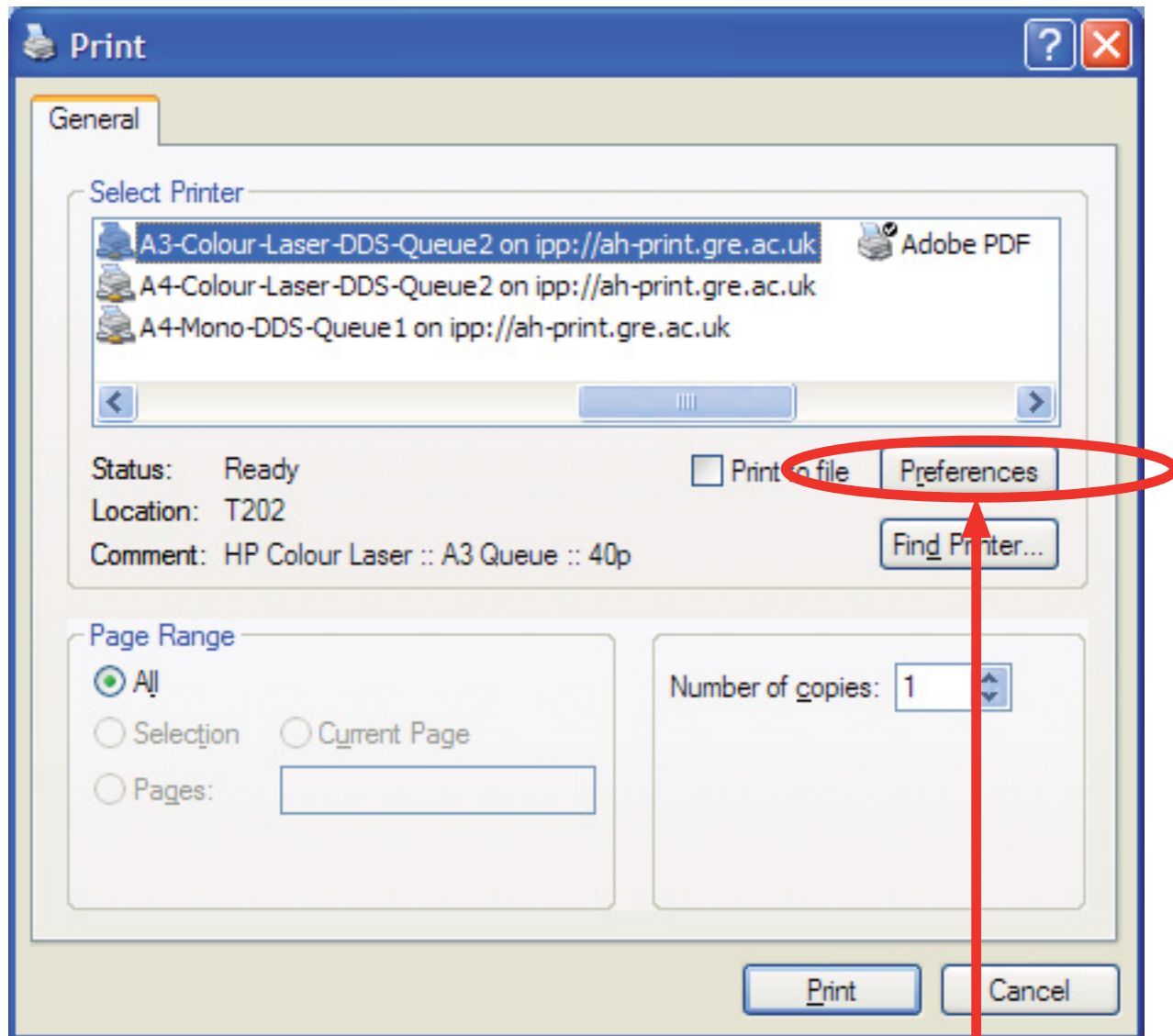


Page Size is **A3**

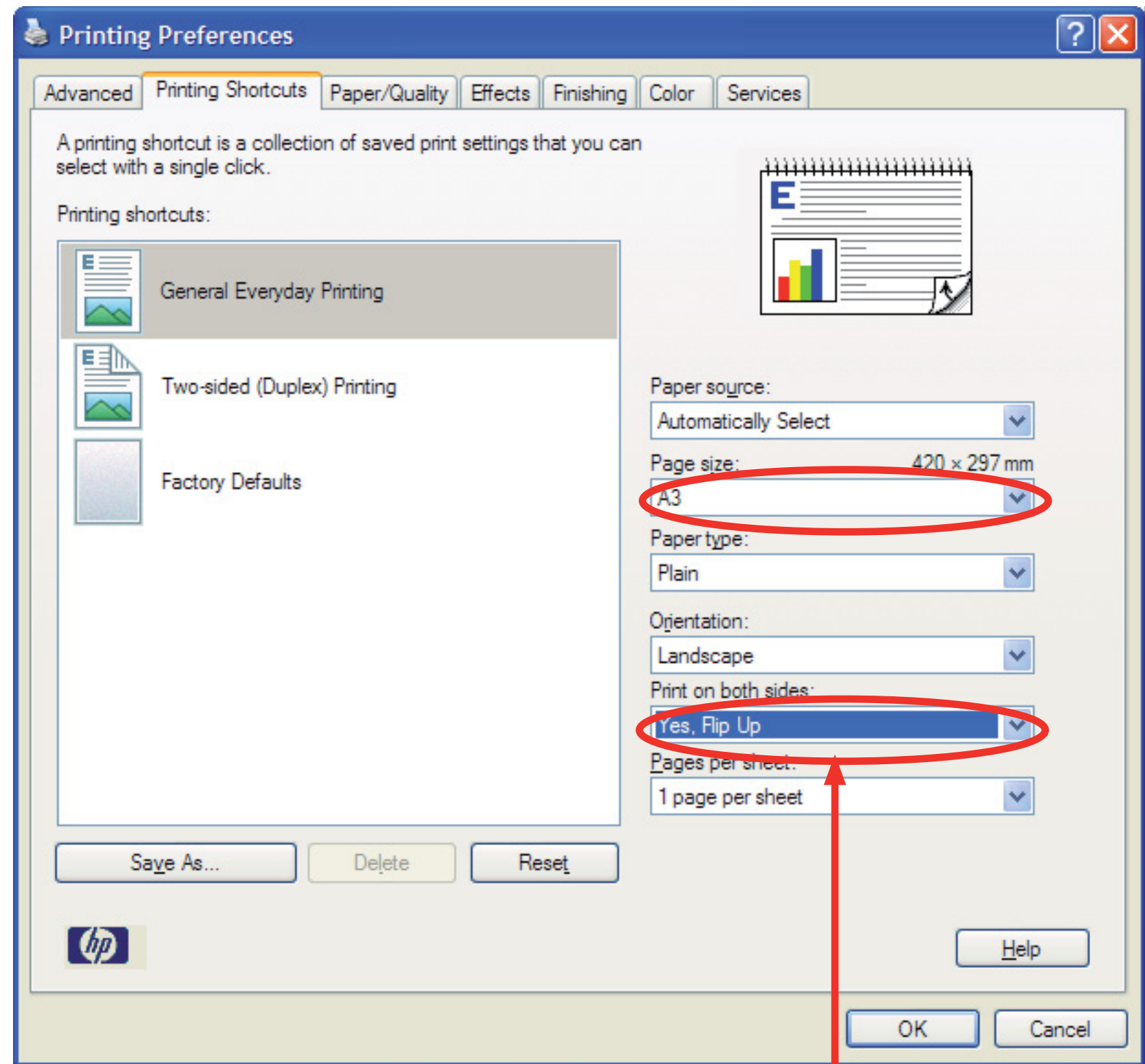
Orientation is **Landscape**

Then Hit **SETUP**

Next you must put in some printer specific details for duplex printing -
NOTE: only the printer in T202 has a duplex unit fitted to it.



With A3-Colour Laser highlighted hit **PREFERENCES**



In the Printing Shortcuts tab set Page Size to A3 and Print on both sides to:
“Yes, Flip up”

Now all the basic settings are specified you can Ok everything and send the booklet to the printer:

OK

Print

OK

[You can do a Preview now to see exactly how each spread will come out - but don't forget the booklet order isn't sequential in the same way as page order]

Print

Notes:

Wait for **all** pages to print before taking from the printer - duplex pages need to be pulled back in.

It is possible to use booklet printing to print onto your own sheet fed printer but only up to certain thicknesses - card stock thickness will not bend enough to go backwards and forwards through the printer

Pages are charged per printed page, not per sheet; i.e an A3 printed on both sides (four A4's) will cost 80p.

Notes Continued:

This printer **cannot print right to the edge of the paper**; the outer edges need to have a small border (about 5mm). If you have graphics in your document that reach the edge of the paper, they will be clipped.



Image with left hand side aligned on *page* edge is clipped on the left by printer by about 5mm.



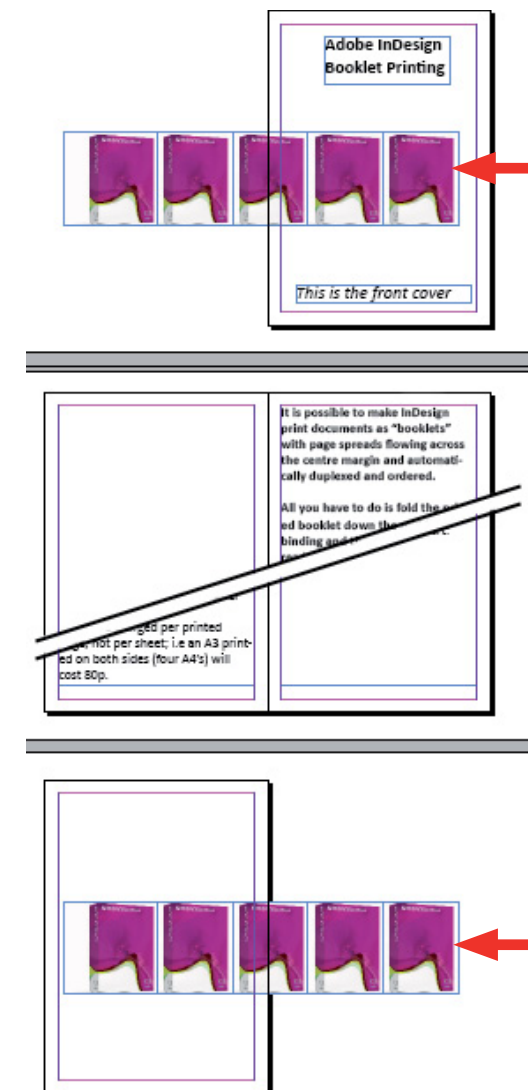
Full image positioned within margins prints fully with no clipping.



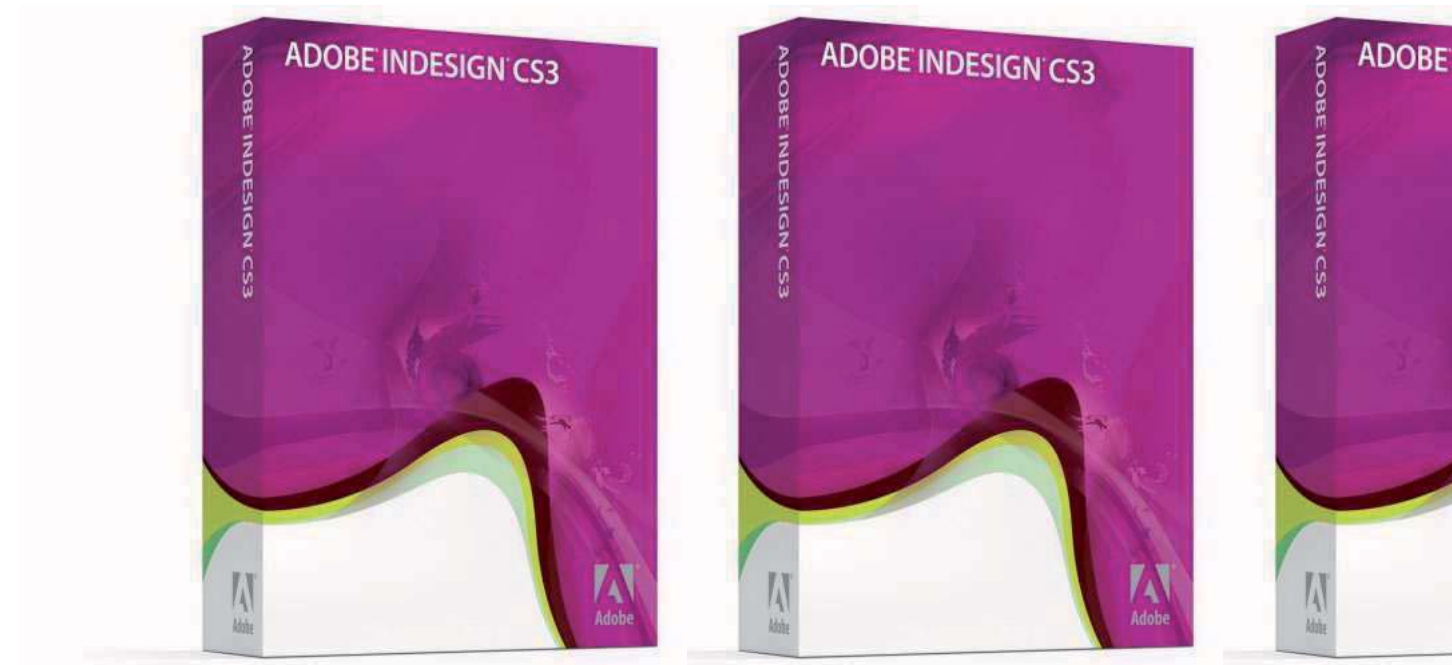
Image positioned at bottom is clipped off the bottom by about 5mm

Covers that wrap around from front to to the back (as in with this document) are possible if laid out correctly in InDesign; the wraparound content needs to be inserted twice - in the same place on both the first AND last page so half the graphic sticks past the end

and before the start:



The same cover graphic placed in the same place hanging off the front and back half spreads will print out joined up as a wraparound cover



[back cover]