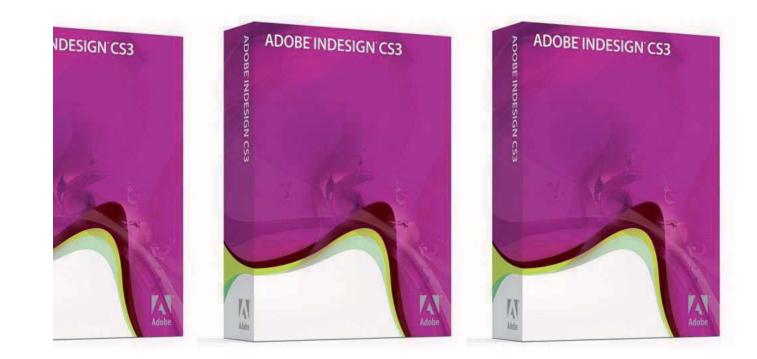
Adobe InDesign Automatic Booklet Printing



[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

Setup Setup	
Preview A Print Preset: [Custom] V Printer: Adobe PDF	
Pages: All Range: 1-6	Deele
Booklet Type: 2-up Saddle Stitch	BOOK
Space Between Pagest Creep: 0 mm	Book 2-Up
Blee <u>d</u> Between Pages: Signature Size:	
Margins:	
Automatically Adjust to Fit Marks and Bleeds	
Top: ② 0 mm Left: ③ 0 mm	
Bottom: 2 0 mm Right: 2 0 mm	
✓ Print Blank Printer Spreads	
	Then
Print Settings Cancei	Print

full spread is A3 read).

let Type is **Saddle Stitch**

Hit 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

int		
	[Custom]	
Print r: PP <u>D</u> :	\\ipp://ah-print.gre.ac.uk\A3-Colour-Laser 😪	
General Setup	General	
Marks and bleed Output	Copies: Collate Collate Collate Collate Corder	
Graphics Colour Management	Pages: All	
Advanced Summary	○ <u>R</u> ange: 1-10 Seguence:	
	Spr <u>e</u> ads Print <u>M</u> aster Pages	
	Options	
	Print Layers: Visible & Printable Layers	
	Print Non-printing Objects Print <u>B</u> lank Pages	
	Print Visible <u>G</u> uides and Baseline Grids	
Save Preset Set	up OK Cancel	
Jave Frenet J (Jet		

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

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

Print	
Print Preset: [Custom] Printer: \\ipp://ah-print.gre.ac.uk\A3-Colour-Laser PPD:	
General Setup Marks and Bleed Paper Sze: A3 Output Width: 297 mm Graphics Width: 297 mm	Page Size is A3
Colour Management Advanced Summary Colour Management Summary Colour Management Summary Colour Management Summary Colour Management Summary Colour Management Summary Colour Management Summary	-Orientation is L
Options Scale: Vidth: 100% Height: 100% Constrain Proportions Scale To Fit	
Page Position: Upper Left Thumbnails: Per Page Tile: Overlap:	
Sa <u>v</u> e Preset Set <u>ur</u> OK Cancel	Then Hit
	SETUP

andscape

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.

Select Printer	pp://ah-print.gre.ac.uk
A4-Colour-Laser-DDS-Queue2 on ip	op://ah-print.gre.ac.uk
<	
Status: Ready	Print file Preferences
Location: T202 Comment: HP Colour Laser :: A3 Queue	Fin <u>d</u> Printer
Page Range	Number of <u>c</u> opies: 1
 All 	
⊙ All ○ Selection ○ Current Page ○ Pages:	
Selection Current Page	

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

💩 Printing Preferences 📀 💽
Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services
A printing shortcut is a collection of saved print settings that you can select with a single click.
General Everyday Printing
Two-sided (Duplex) Printing Paper source: Automatically Select
Factory Defaults Factory Defaults Page size: 420 × 297 mm A3 Paper type: Plain V
Orientation: Landscape Print on both sides:
Yes, Flip Up Pages per sheet. 1 page per sheet
Sa <u>v</u> e As Delete Reset
(m) <u>H</u> elp
OK Cancel
In the Drinting Shoreuts tab set Dage Size

In the Printing Shorcuts 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.

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

Adobe InDesign Booklet Printing This is the front cove sheet; i.e an A3 pri

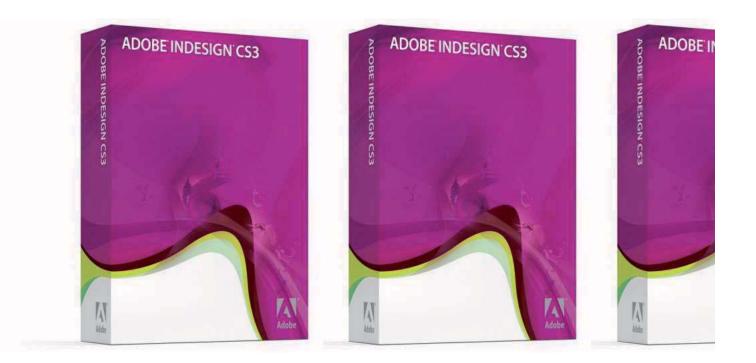
Image positioned at bottom is clipped off the bottom by about 5mm



12

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]