

HOW TO PRINT A BOOKLET

A STEP BY STEP GUIDE ON
ASSEMBLING AND PRINTING A
BOOKLET USING INDESIGN CC
AND POSTSCRIPT

VERSION2 11/8/15 BY MONICA HOBLIN
COMPATIBLE WITH KONIKA MINOLTA BIZHUB C284E
& HP LASERJET 9040DN BW PRINTER
ADOBE INDESIGN CC 2014
MAC OSX VERSION 10.10.5

STEP 1

MAKE SURE THE NUMBER OF PAGES YOU HAVE IS A MULTIPLE OF 4

This is because you will have two pages per spread, and two spreads per sheet of paper, totalling four pages per sheet.

$$2 \times 2 = 4$$

If your page number is not a multiple of four, there will be one to three blank pages added to your booklet. The placement of these added pages can be unideal. If you want blank pages, make sure to add them on your own. When printing with blank pages, in the Print Booklet menu, you will need to select "Print Setting > General > Options: Print Blank Pages."

STEP 2

ONCE YOU HAVE DECIDED ON A PAGE SIZE, STICK WITH IT

A “page size” is not the same as a “spread size”. The “page size” represents the size of a single page (i.e., size of booklet when it is closed). The “spread size” is the size of two of the pages put together side by side (i.e., size of your booklet when it is open). If you change your mind on your page size after the booklet is designed, adjusting your design for the new size will be time consuming. If you are unsure what size you need, here are some examples of booklet sizes. Whatever page size you decide on, the spread will be the page width times two, while keeping the same height.

page size	spread Size	paper size
4.5w × 6.5h	9w × 6.5h	8.5×11
5.5w × 8.5h	11w × 8.5h	11×17
8.5w × 11h	17w × 11h	12×18
$\frac{\text{p width}}{\text{p width}} \times \frac{\text{p height}}{\text{p height}}$	$\frac{\text{p width}}{\text{p width times 2}} \times \frac{\text{p height}}{\text{p height}}$	$\frac{\text{paper slightly larger than spread size}}{\text{paper slightly larger than spread size}}$

STEP 3

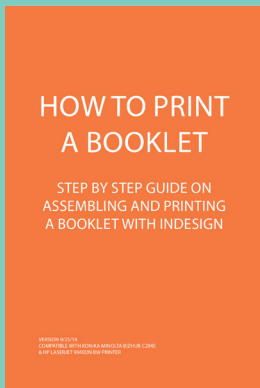
GIVE YOUR DOCUMENT A BLEED

Not all printers will match sides up perfectly when printing duplex. A bleed will allow for your design to spill over the edge nicely without any unwanted borders after cutting it out. Using bleed is a good habit to have whether the printer is great at aligning or not. (top figures)

Simply turning on the bleed will not give your document a bleed when it is printed. You must make sure your design extends into or past the bleed. (bottom figures)

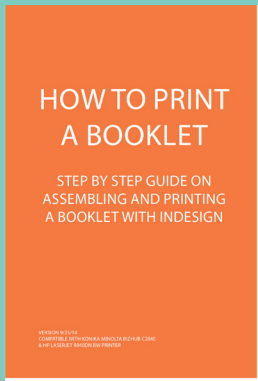
Printed and Cut

With bleed



good

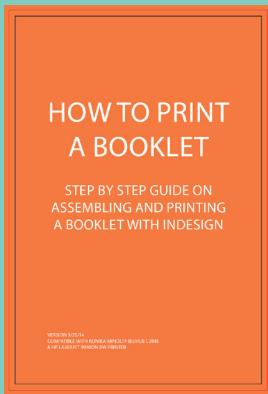
Without bleed



bad

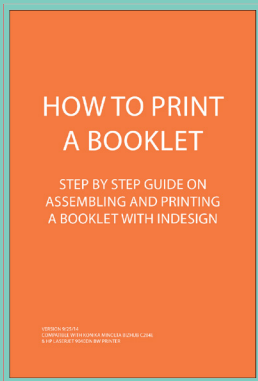
In InDesign

With bleed



good

Without bleed



bad

STEP 4

SELECT A PAPER SIZE THAT IS BIGGER THAN YOUR SPREAD SIZE TO PRINT

If your page size is 5.5" wide by 8.5" tall, your spread will be 8.5" tall by 11" wide. This will fit on an 11" x 17" paper very nicely, leaving room for a bleed and trim marks. If the paper size is too little, there are multiple things that can go wrong: the trim marks could not make it onto the page, the design could be cut off if scaled to 100%, or the design could be scaled to a size smaller than intended. Make sure that your paper size is larger than your document after crop marks and bleed are all accounted for.

8.5" x 11" spread on 11" x 17" paper

STEP 1

MAKE SURE THE NUMBER OF PAGES YOU HAVE IS A MULTIPLE OF 4

4	100	24
48	20	8
16	32	224

This is because you will have two pages per spread, and two spreads per sheet of paper.
 $2 \times 2 = 4$
If your page number is not a multiple of four, there will be a blank page added to your booklet.

STEP 2

ONCE YOU HAVE DECIDED ON A PAGE SIZE, STICK WITH IT

Indesign is notorious for corrupting when certain changes are made to your document. The biggest that your MMC lab consultants have come across is changing the page size. This tends to corrupt the file so that it can no longer be printed...ever. If you change your page size after your booklet is finished, the document will be unable to send to a printer and an error code will show up. If this happens, our current troubleshoot option is to copy all of the designs in your file and copy them into a new one. You should be able to import paragraph styles, swatches, and other preferences into your new file.

good

8.5" x 11" spread on 8.5" x 11" paper

STEP 1

MAKE SURE THE NUMBER OF PAGES YOU HAVE IS A MULTIPLE OF 4

4	100	24
48	20	8
16	32	224

This is because you will have two pages per spread, and two spreads per sheet of paper.
 $2 \times 2 = 4$
If your page number is not a multiple of four, there will be a blank page added to your booklet.

STEP 2

ONCE YOU HAVE DECIDED ON A PAGE SIZE, STICK WITH IT

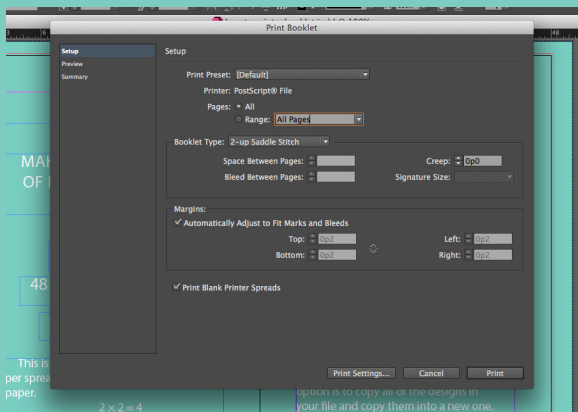
Indesign is notorious for corrupting when certain changes are made to your document. The biggest that your MMC lab consultants have come across is changing the page size. This tends to corrupt the file so that it can no longer be printed...ever. If you change your page size after your booklet is finished, the document will be unable to send to a printer and an error code will show up. If this happens, our current troubleshoot option is to copy all of the designs in your file and copy them into a new one. You should be able to import paragraph styles, swatches, and other preferences into your new file.

bad

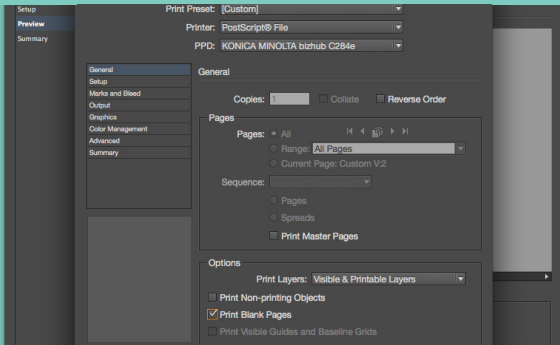
STEP 5

SEND TO POSTSCRIPT WITH PROPER SETTINGS

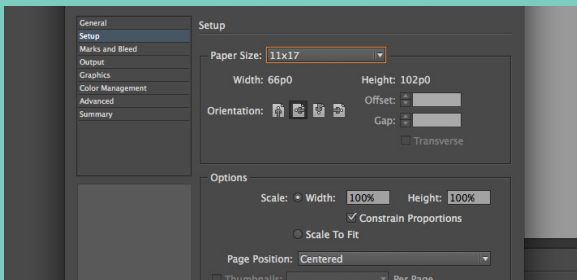
The Konica Minolta printers on campus occasionally will print booklets improperly, even if all of the correct settings are selected in the InDesign “print booklet” dialog box. Instead of printing directly from InDesign, exporting the document as a postscript file and printing through Acrobat Pro has been a solution that assures a successful print the first time. This solution works for most printers, but the dialog settings for each printer may vary.



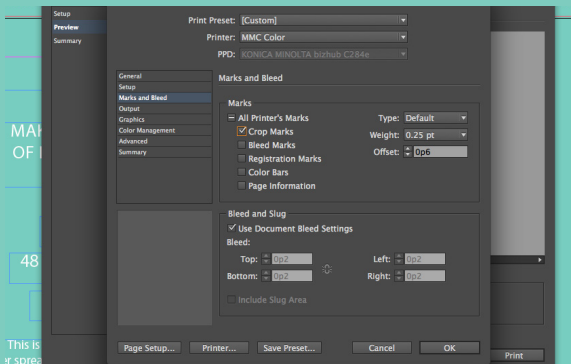
When sending the document to postscript, you will need to select “file > Print Booklet.” From the Setup menu, select 2-up saddle stitch. Refer to the “Preview” menu often, as it will show you how the print job will sit on the paper.



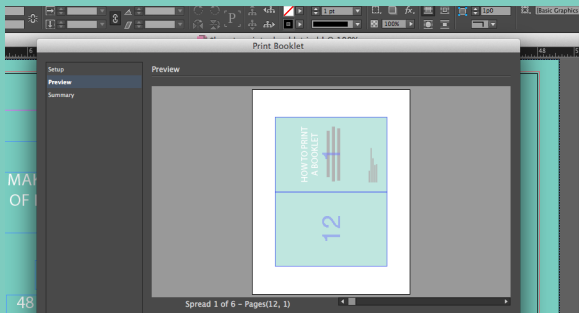
In the “Print Settings” menu, select “postscript” as your printer, and the “Konica Minolta” as your PPD. If the document has any blank pages, select the “General” tab and check “Options: Print Blank Pages.” This will assure that your blank pages will be placed where you intended.



In the “Setup” tab, select the paper size, change the “Page Position: Centered,” and change the orientation as needed.

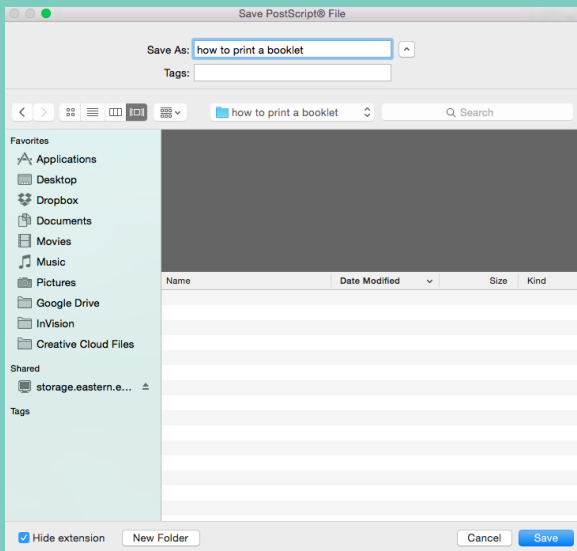


Select the “marks and bleed” tab and make sure “crop marks” and “use document bleed settings” are checked. Select “OK”.



Check the “Preview” tab to make sure your page size and orientation are correct. You will also be able to see if you forgot to include crop marks or bleed, if

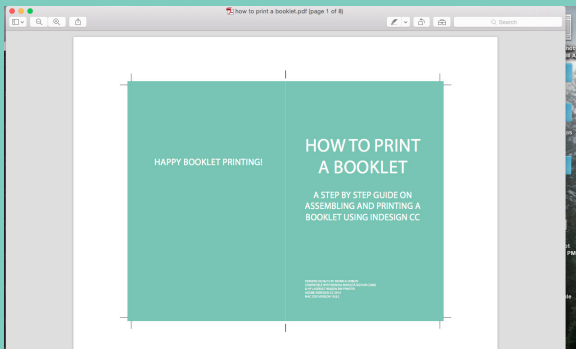
pages are in the wrong location, or if the document isn't centered. If everything looks like how it is supposed to, select print and release your print job at the release station. Select "print"



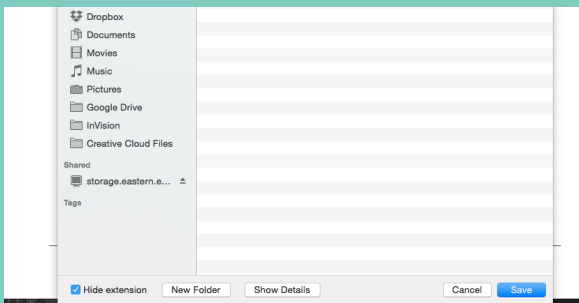
Name your file and save it in the desired location. The booklet will save as a PostScript (.ps) File - this may take some time.

STEP 6

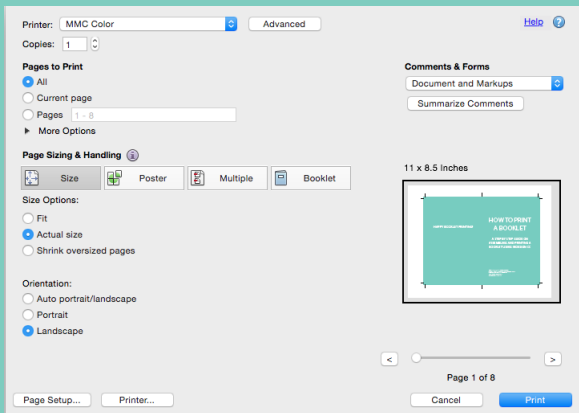
EXPORT PS FILE AS A PDF AND PRINT



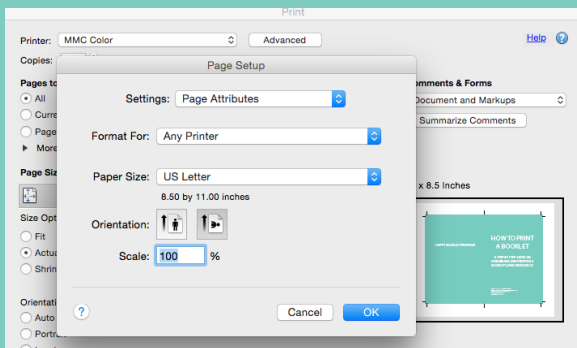
Locate your new “.ps” file and open it. By default, it will open in “preview”. Once open, it will look something like the booklet pictured above. The pages will be collated (front+back on the same sheet, 2nd+2nd to last page on the same sheet, etc).



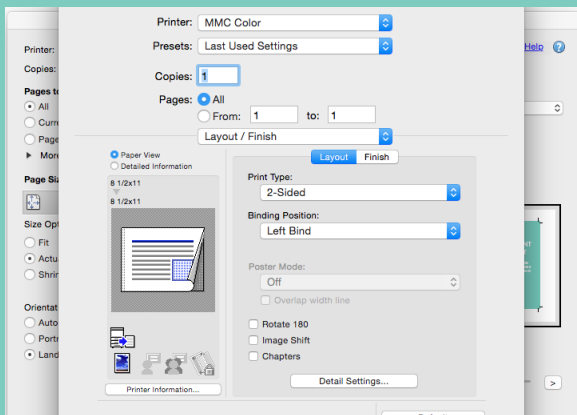
Select “file>export as pdf” and select “show details” at the bottom of the dialog box. Select the proper paper size and select “save”.



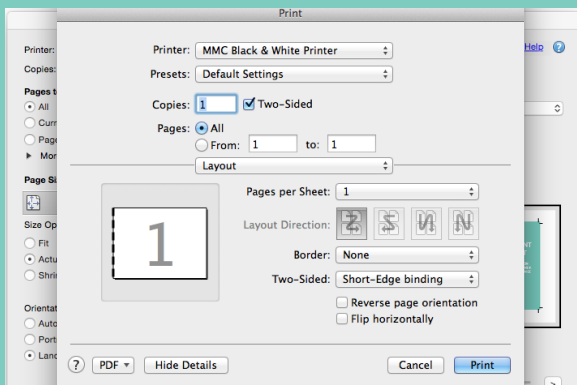
Open the PDF document and select “file>print”. Select the desired printer, select “actual size”, and select the proper orientation.



Select “page setup” and select the paper size.
Select “ok”.



Select “printer” and select “layout>layout/finish”.
Make sure the “print-type” is set to “2-sided” and the
binding position is “left bind”.



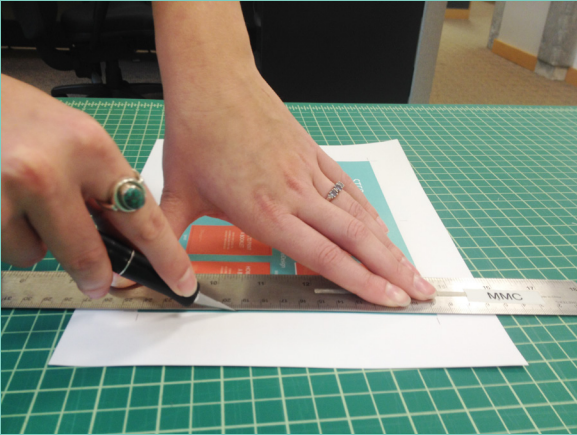
If you are printing to the Black and White printer, the duplex settings will be slightly different. Select “print” to close this dialog box, and select “print” again to print your booklet.

STEP 7

CUT AND STAPLE YOUR FINISHED BOOKLET



Make sure you have a sharp knife and clean cutting surface. The Multimedia Commons and the PUB computer lab both have cutting stations available.



Cut from crop line to crop line on each edge (bottom left figure). Do not cut to the edge of the paper as that will remove your remaining crop lines and make them unusable (bottom right figure).

After cutting out each spread, organize them and



good

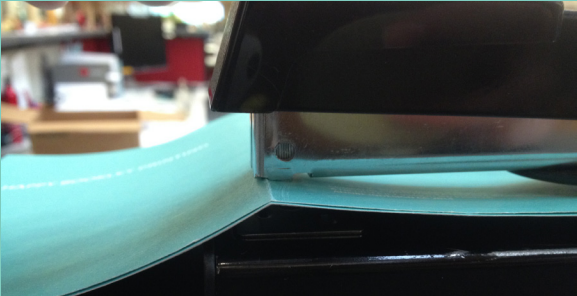


bad



fold them each in half (one at a time). Make each fold crisp by sliding a straight edge over the fold.

Finish by reorganizing your booklet pages and stapling them together. Use a long stapler that can



reach the fold without rolling or folding the paper. Trim the ends of the pages again if necessary.

HAPPY BOOKLET PRINTING!