

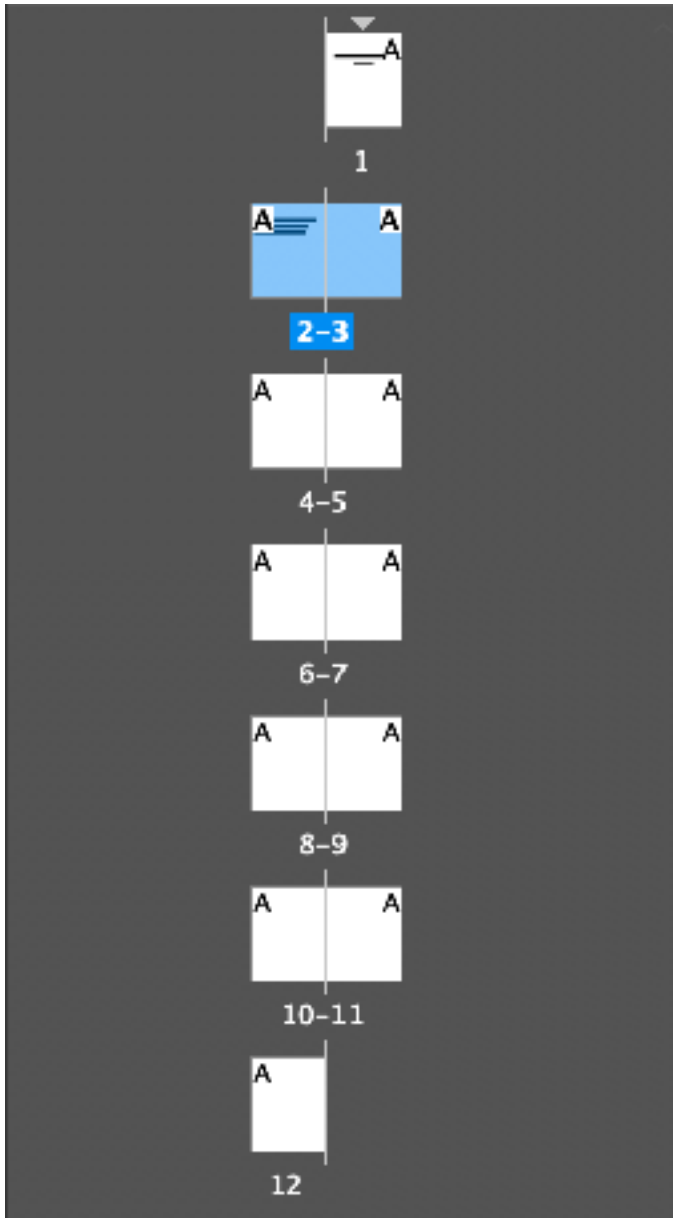
The Ultimate Booklet Guide

DIC Print Studio



Step 1 (indesign Settings):

Set up your indesign file with a total number of pages that are multiples of 4 (i.e. 4, 8, 12, 16, 20, 24 etc.)

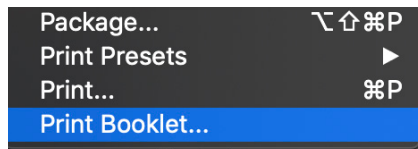


caution: if your booklet is not a multiple of 4 then blank pages will be added to compensate.

YOU CAN NOT ADD BLANKS OR DELETE SPREADS TO REMOVE THEM. THE NUMBER OF PAGES MUST BE A MULTIPLE OF 4 TO GET RID OF THIS PROBLEM.

Step 2 (indesign Settings):

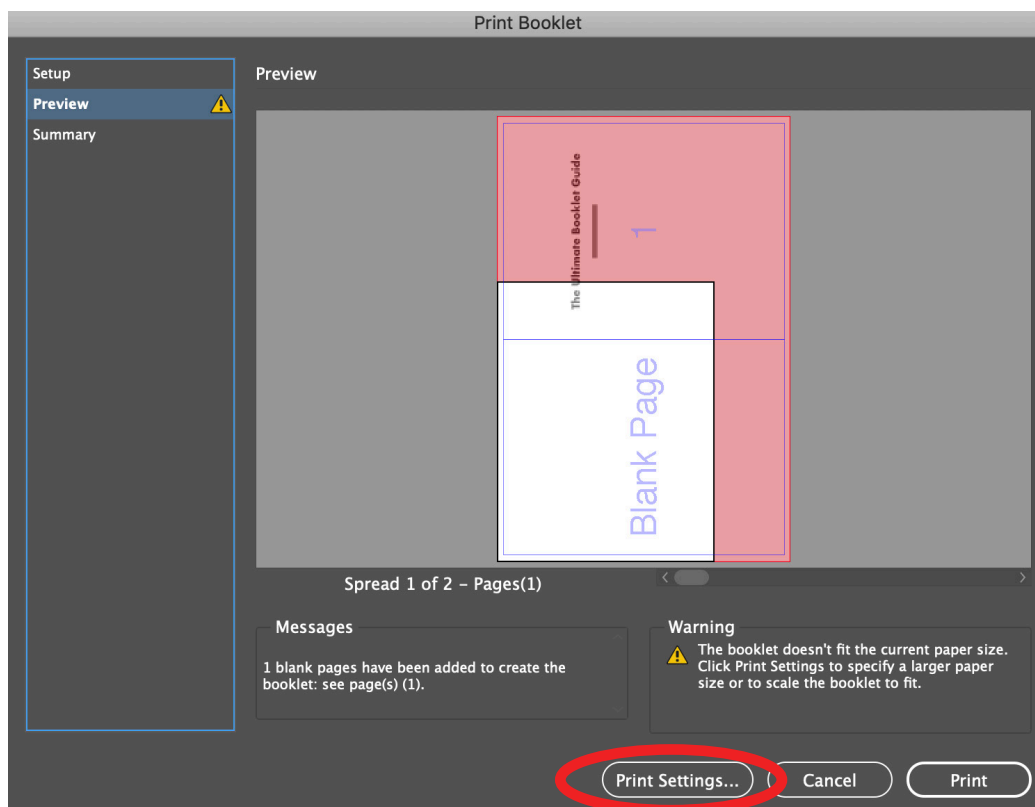
Chose File > Print Booklet



Make sure this option is checked

☒ Print Blank Printer Spreads

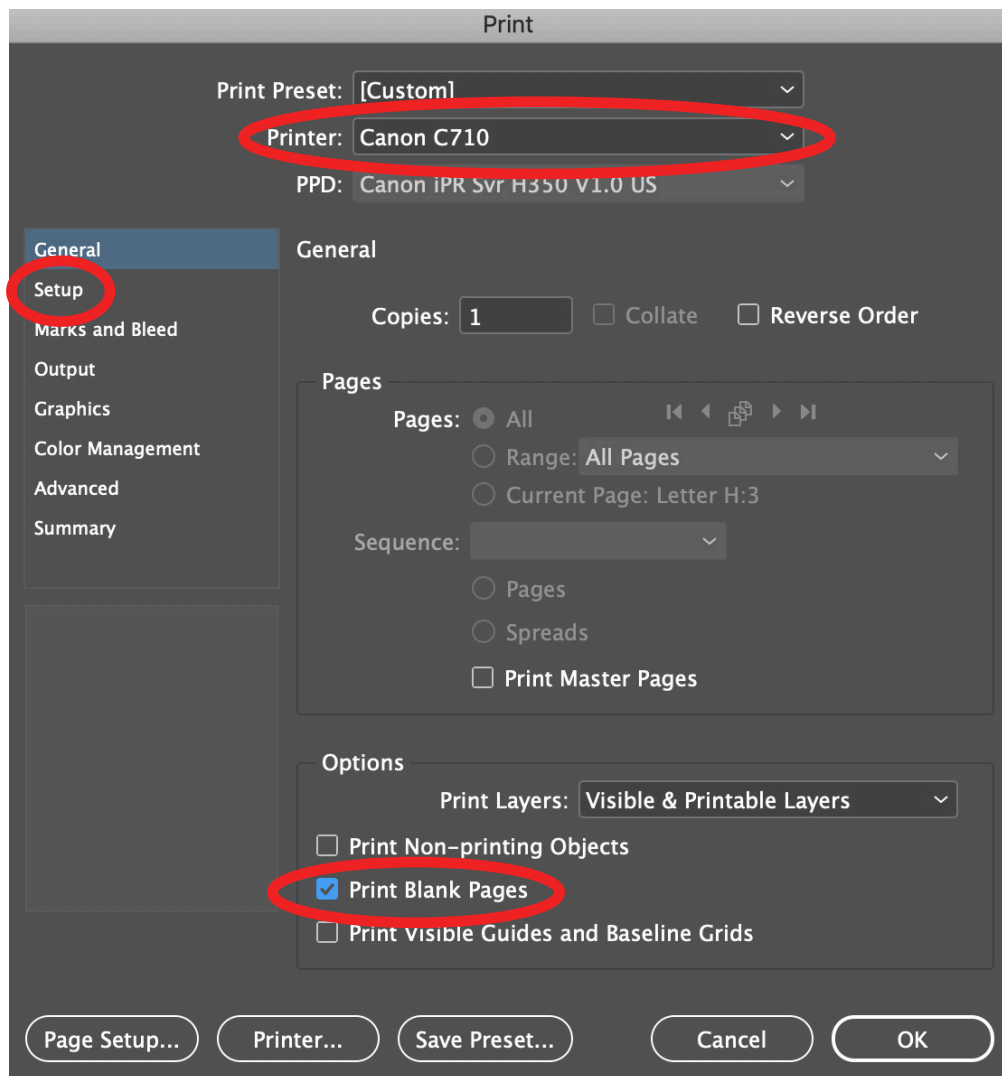
Next look at the preview window



This means your document is larger than your selected paper size.
form here you would click print settings.

Step 3 (indesign Settings):

Make sure the selected printer is the Canon C710.

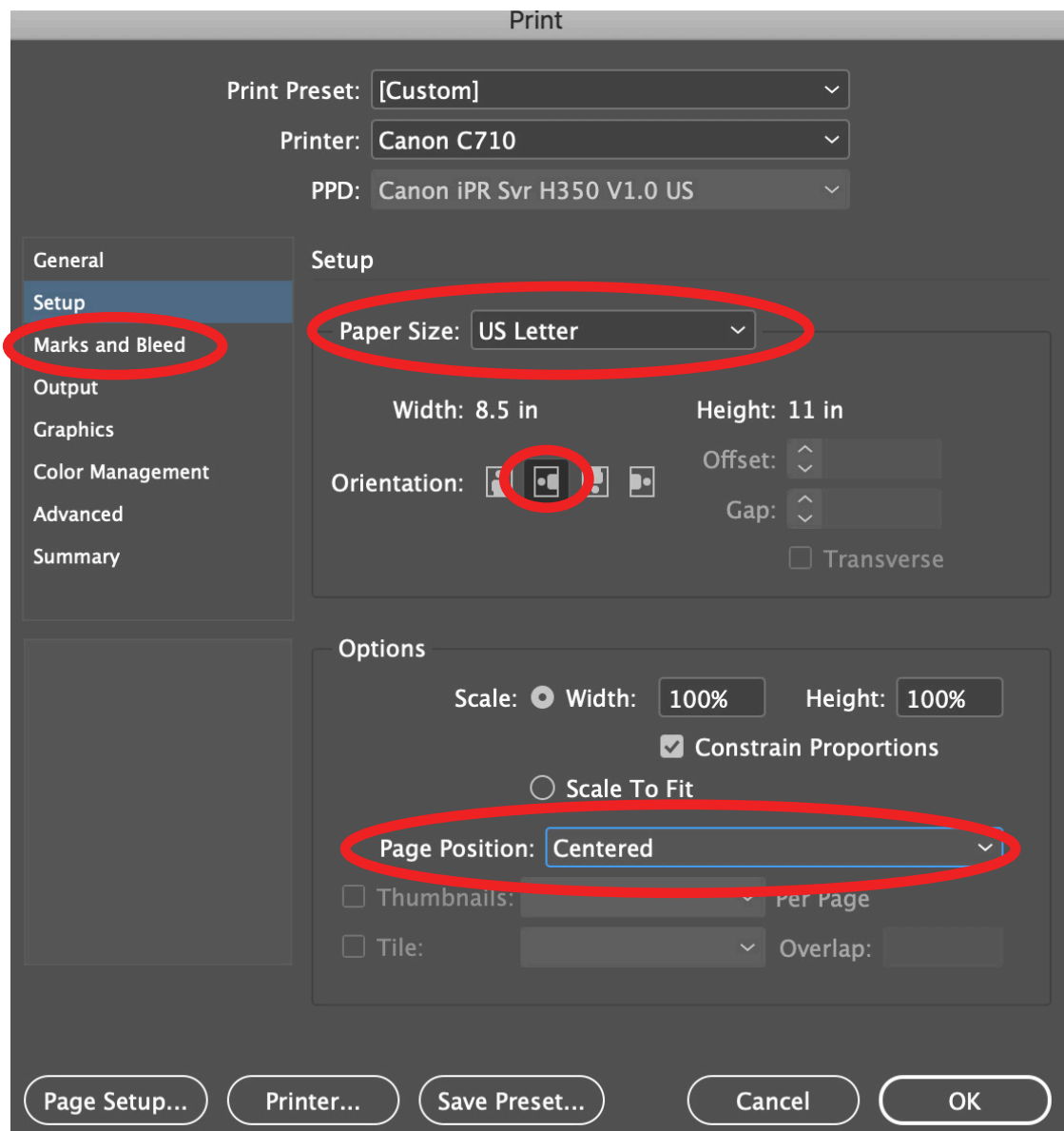


ALWAYS CHECK PRINT BLANK PAGES

Next click setup to select paper size

Step 4 (indesign Settings):

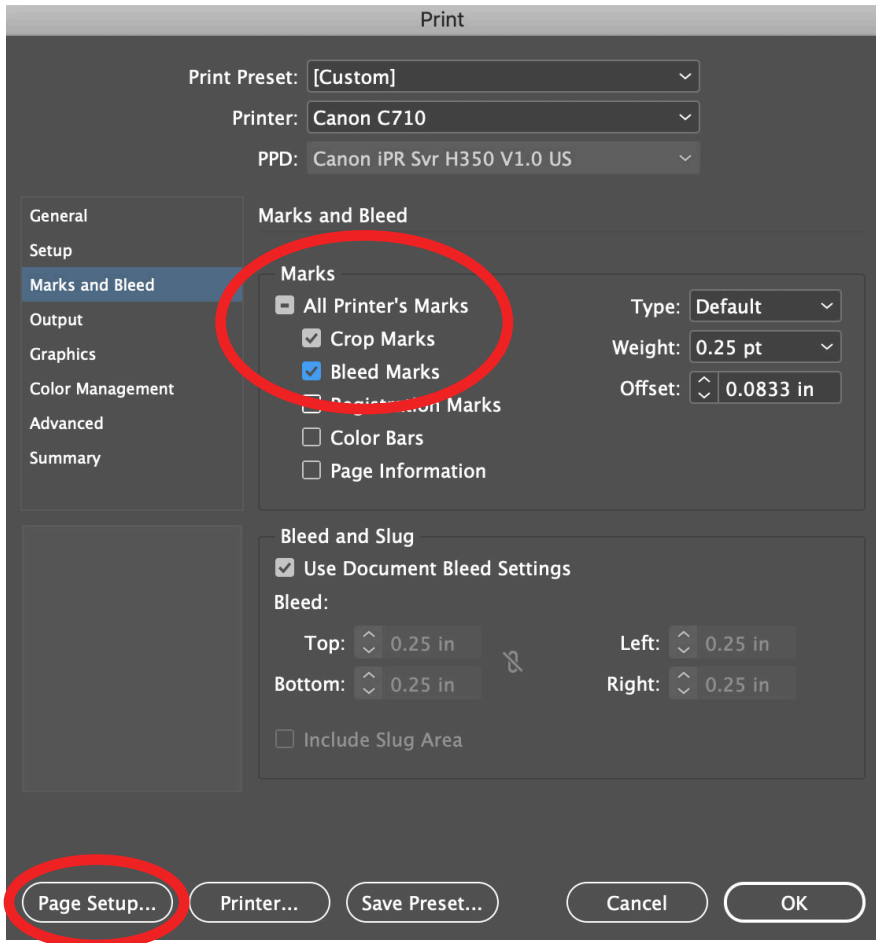
After selecting your paper size, you must select your orientation.
More often than not it will be landscape.



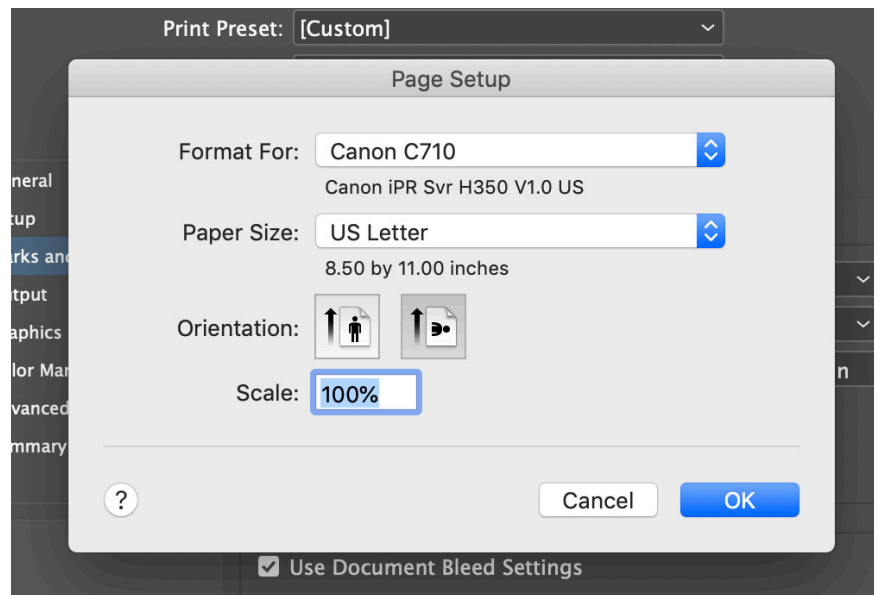
Next for page position select centered. Then move on to Marks and Bleeds

Step 5 (indesign Settings):

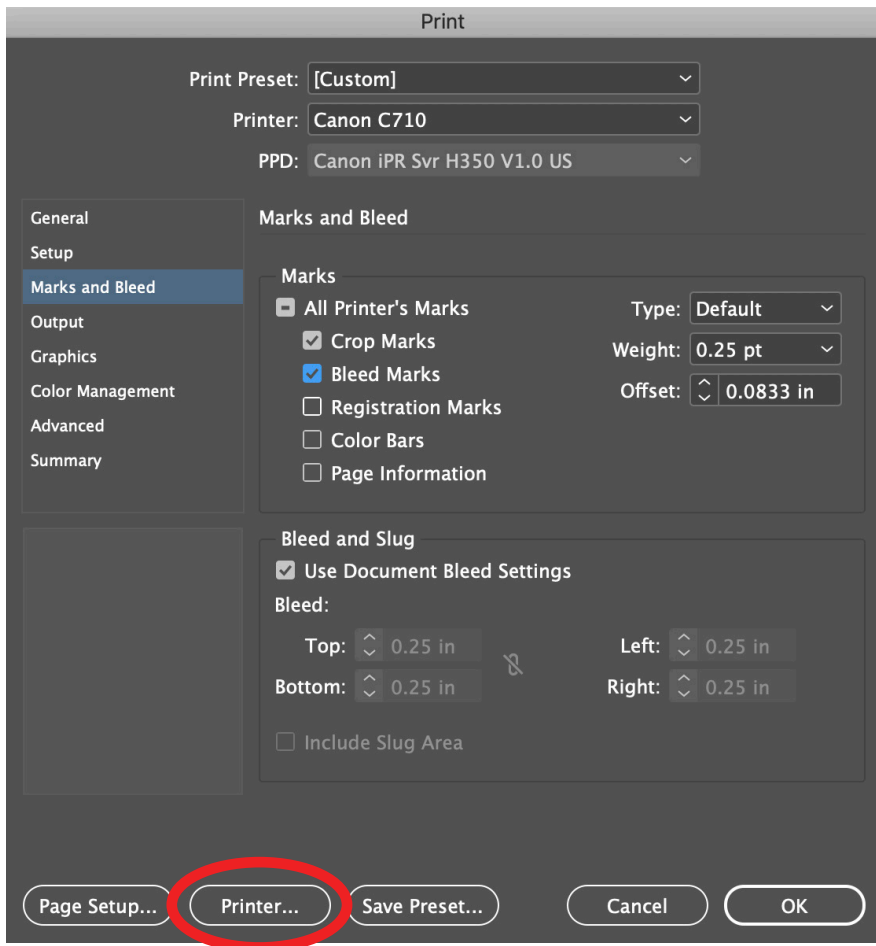
select your marks as desired and then click page set up.



Here make sure the paper size, orientation, and printer are correct.

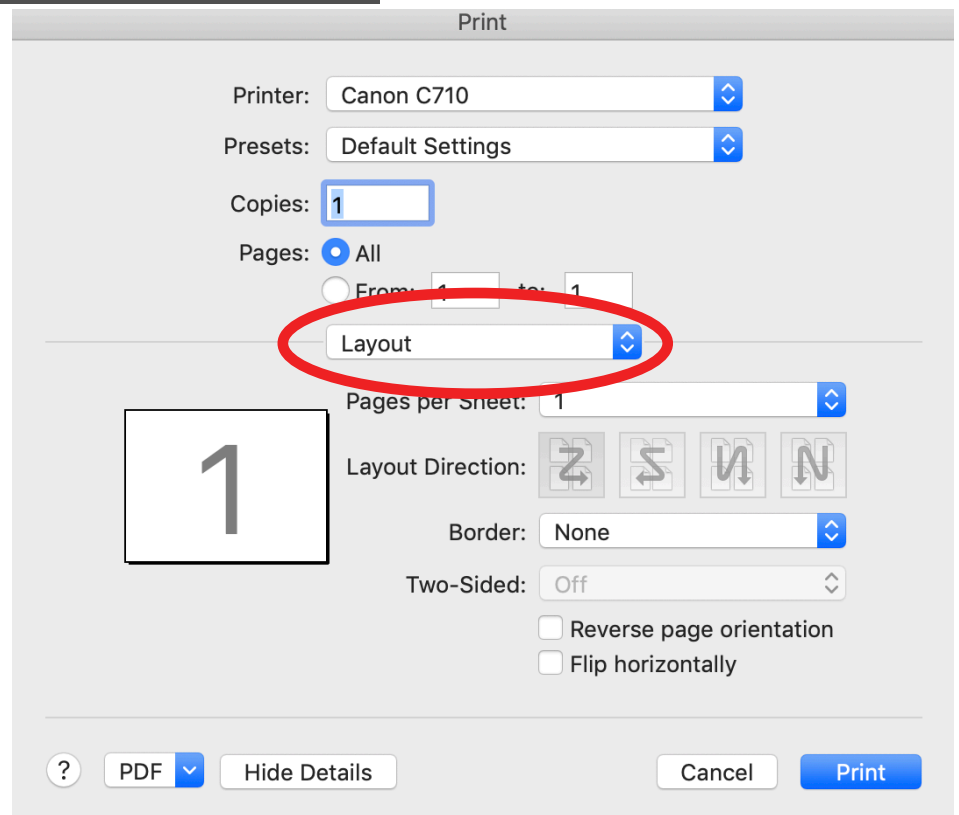


Step 6 (indesign Settings):



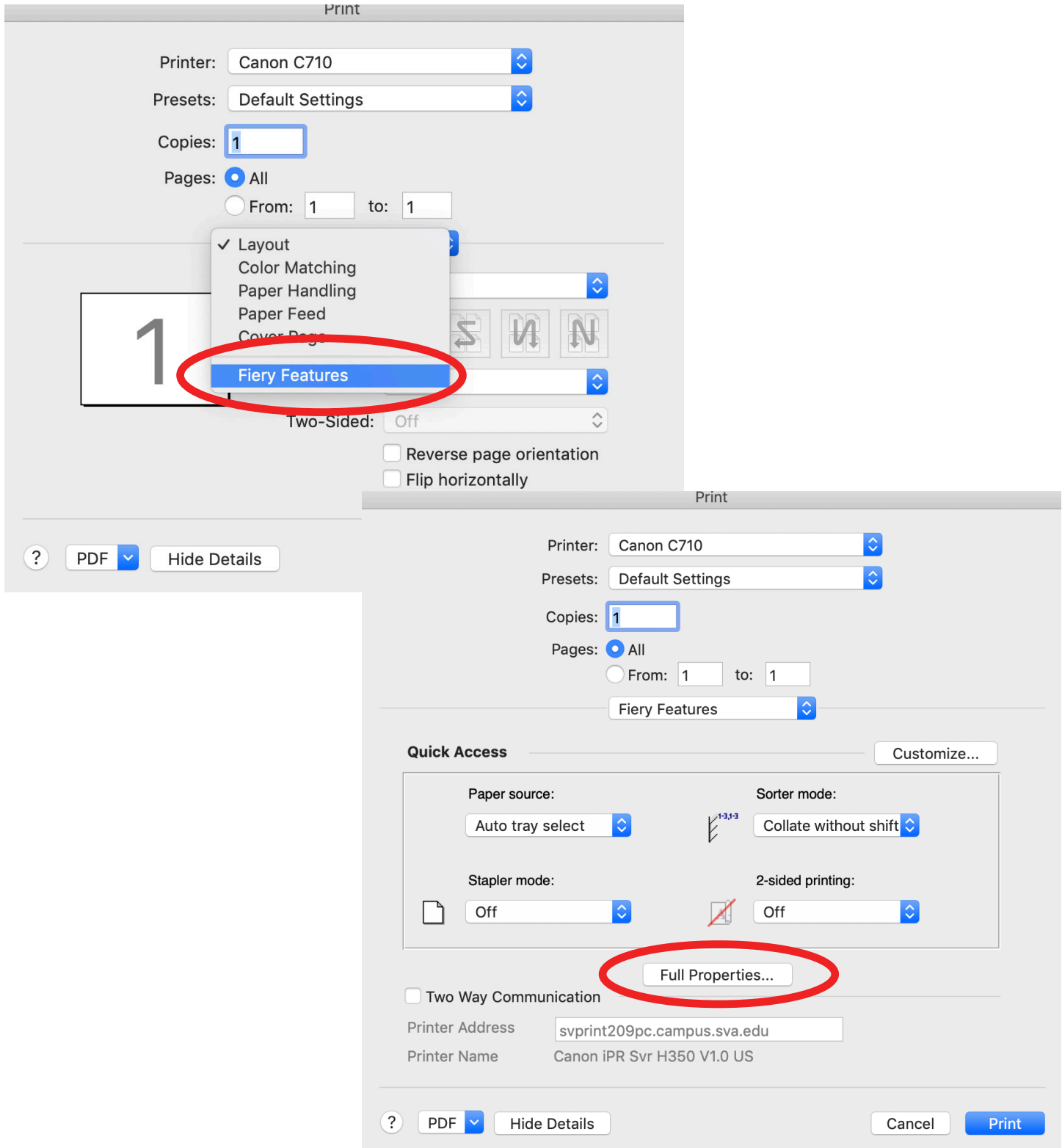
Next click the printer. Here you will turn on the booklet functions for the printer.

Click the layout tab.



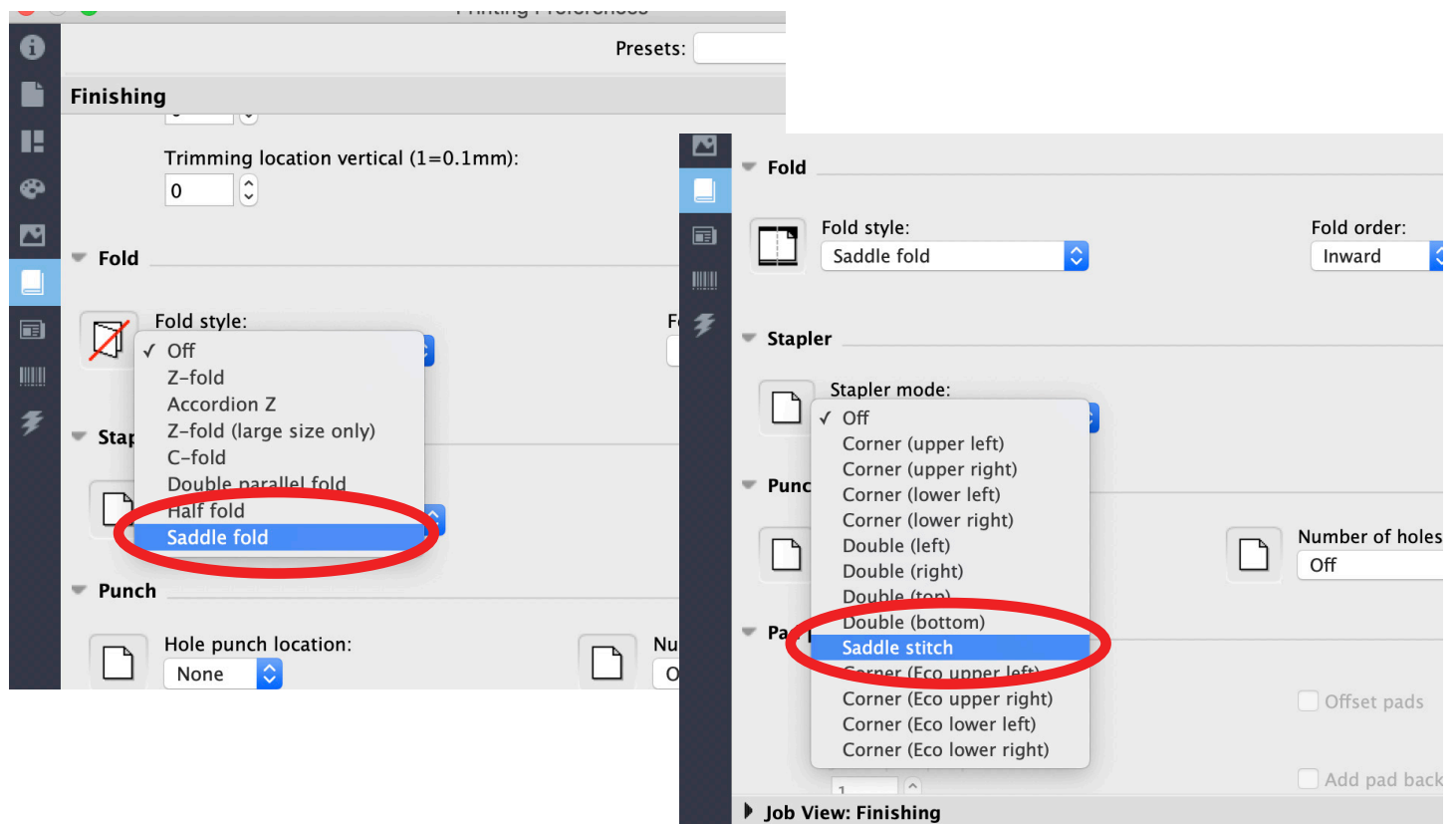
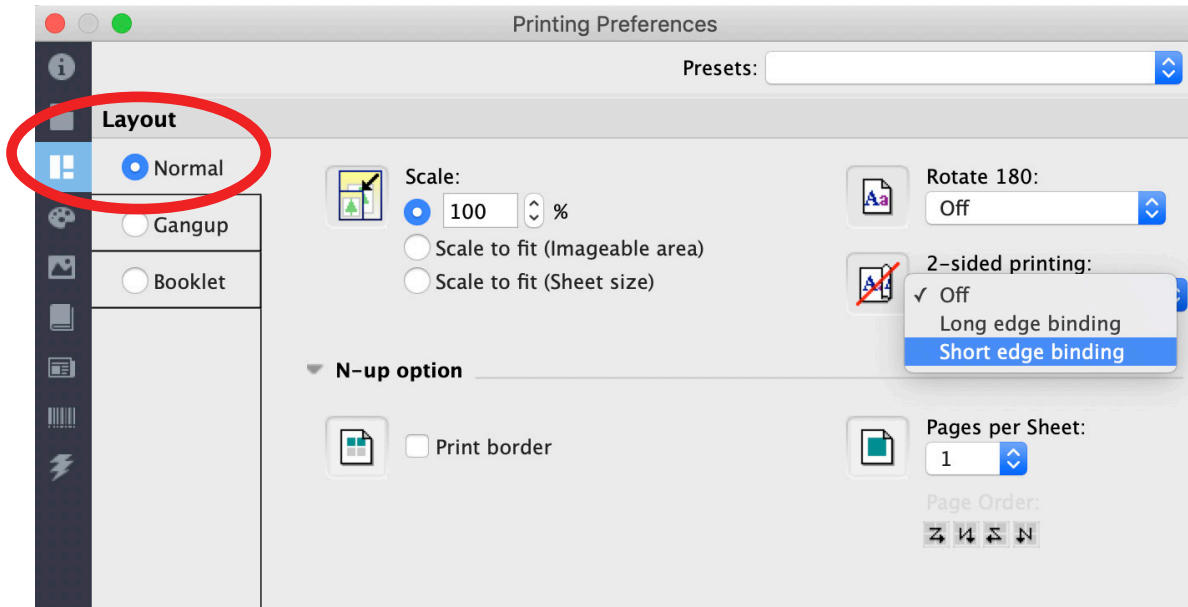
Step 7 (indesign Settings):

Click Fiery Features and then Full Properties



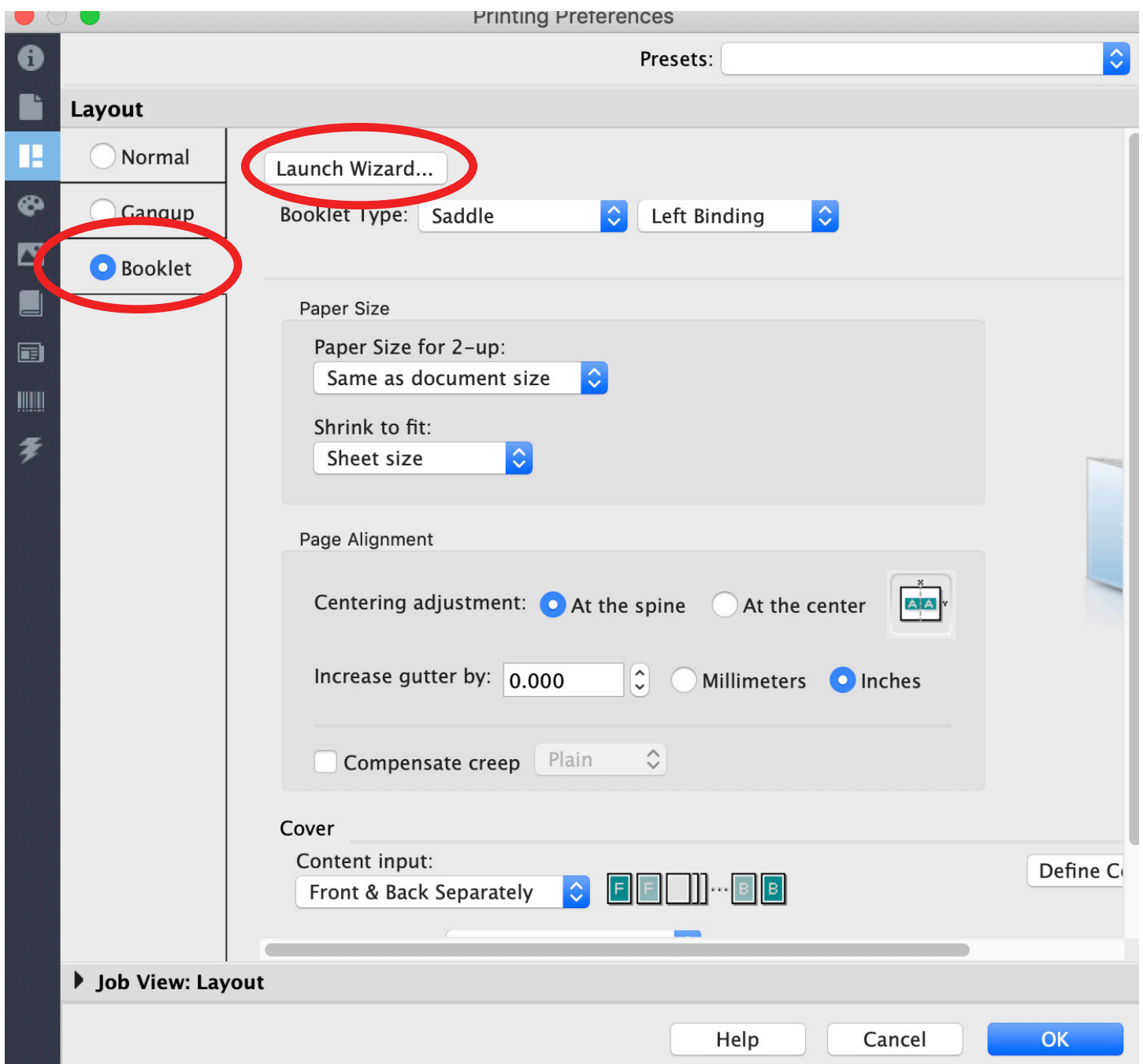
Step 8 (indesign Settings):

Click Layout, select normal, DO NOT SELECT BOOKLET, then select short edge binding. Finally click finishing and turn on saddle fold and saddle stitch. Then click print.



Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

Follow Steps 1, 3 – 7 as listed above. Then click the booklet option. Then launch the wizard.



Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

Select your binding side. Most often you will choose left binding.

Make sure the booklet type is saddle. Then click next.


Booklet Maker


Welcome to the Booklet Maker


This wizard will guide you in creating and defining the properties of the type of book of your choice. Please select the book type and binding edge and click "Next >"

Booklet Type:
Saddle

Binding:

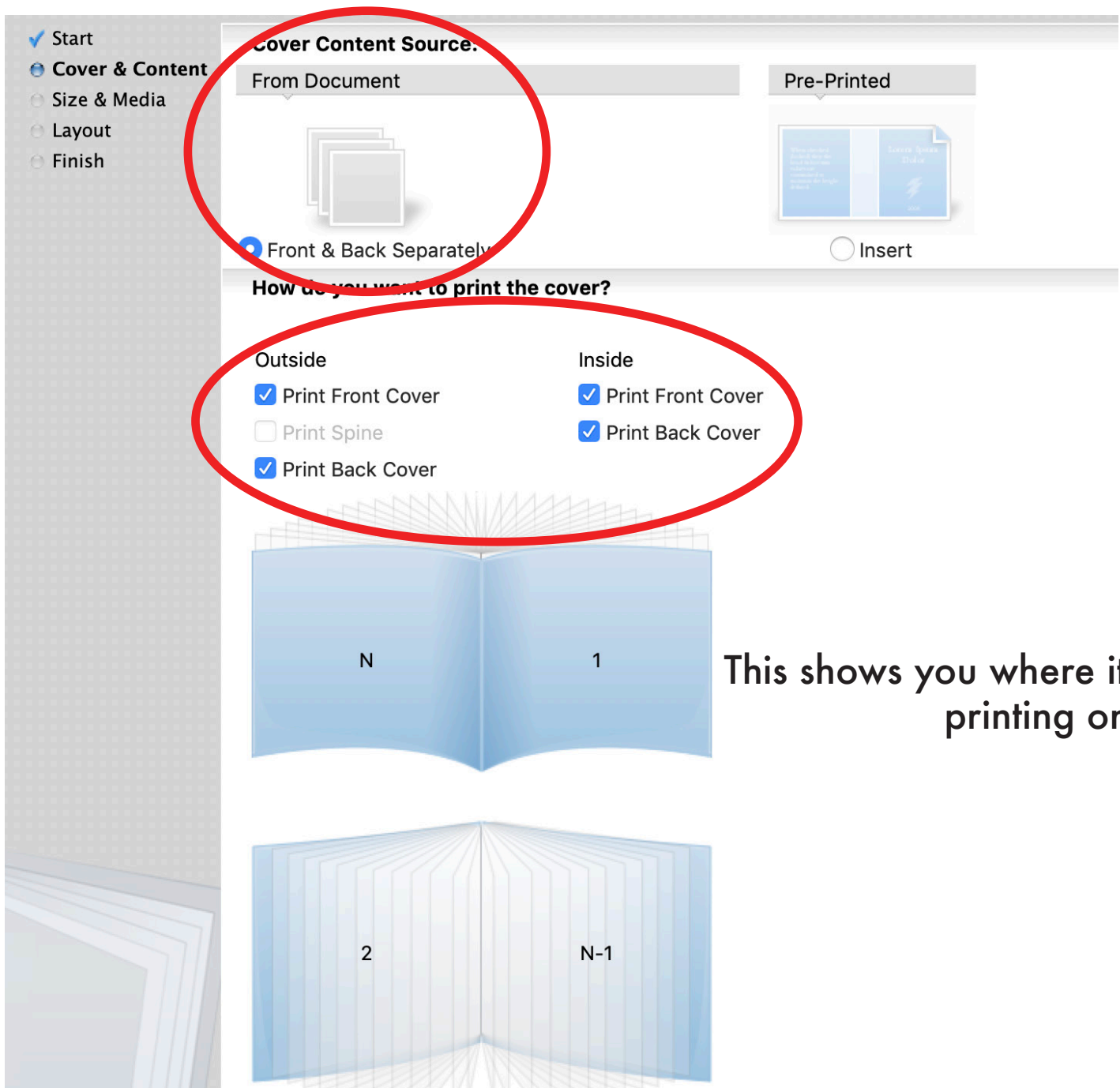

Left


Top


Right

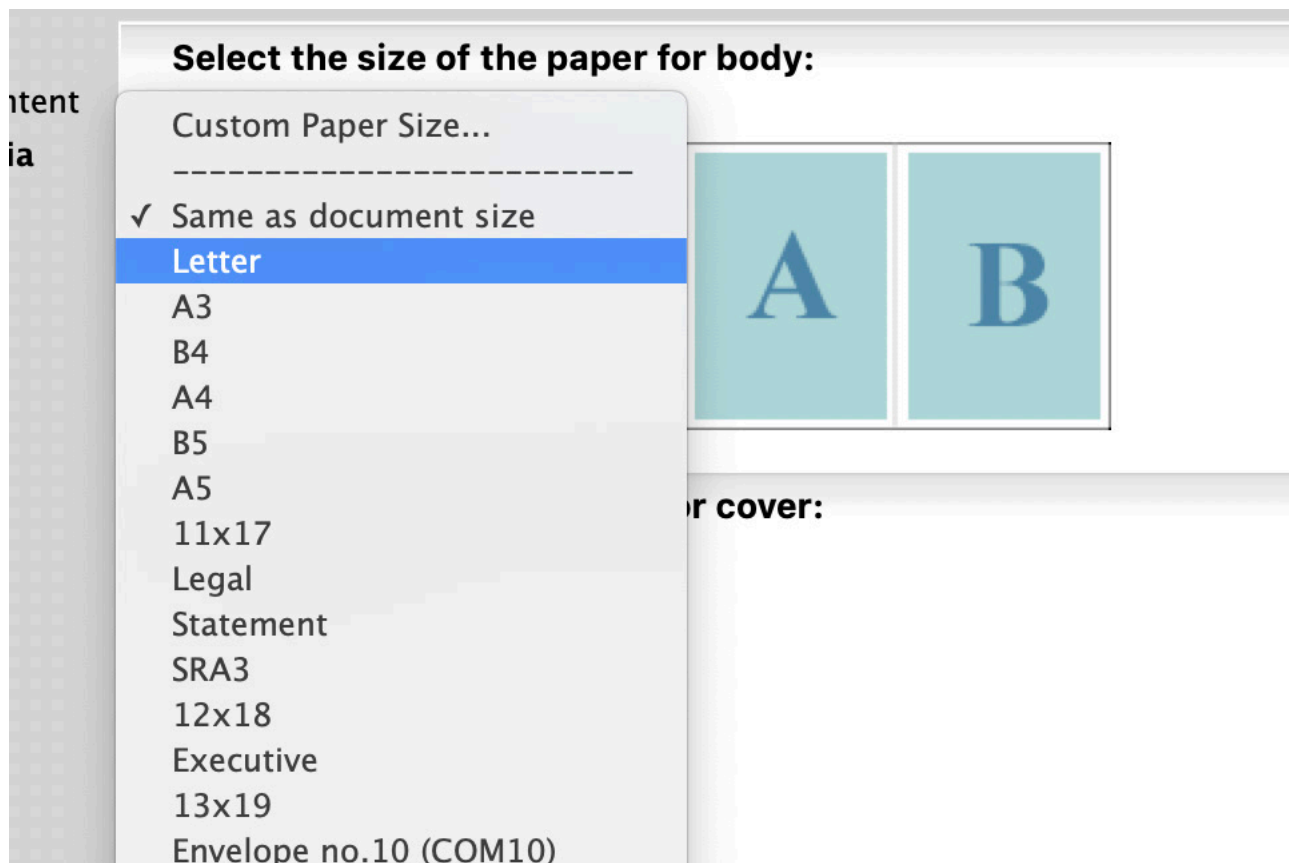
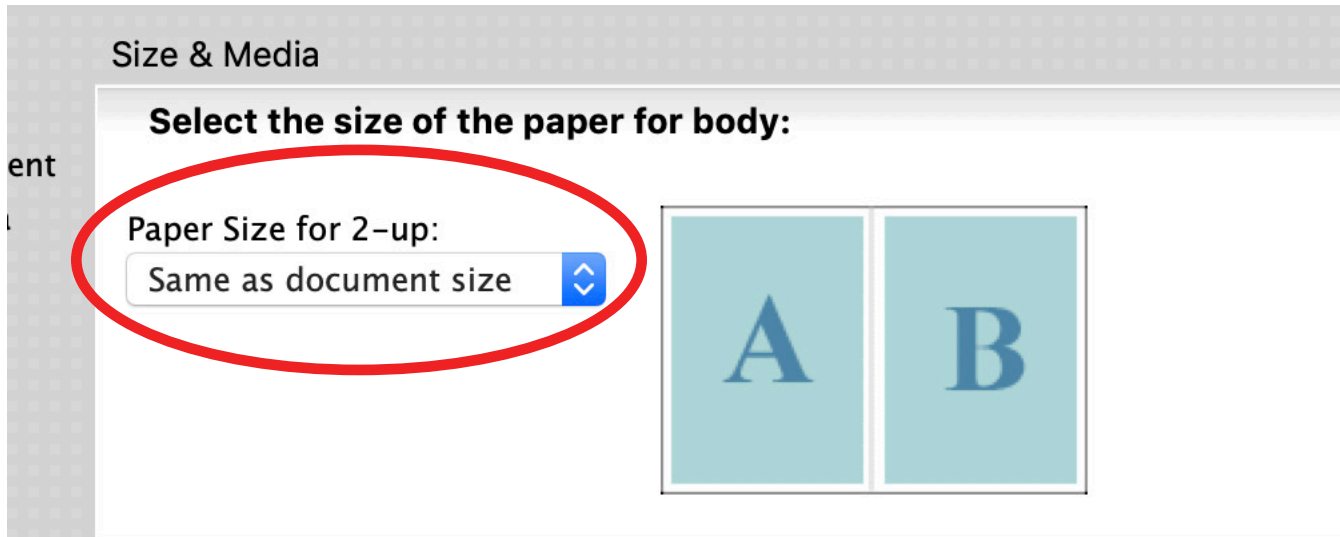
Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

Select which side of the cover you want printed on. Most likely you want no blank pages, so select print on both sides. Then click next.



Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

Select the paper size. Then click next.



Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

BODY ALIGNMENT IS ALWAYS AT THE SPINE. Then click next.

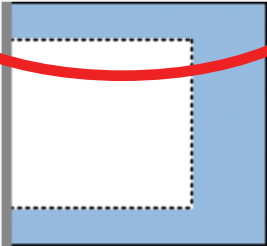
Layout

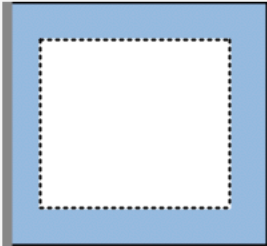
Select body alignment:

Centering adjustment

☒ At the spine

☐ At the center



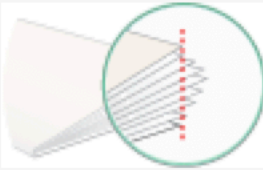


Increase gutter by:

☐ Millimeters ☒ Inches

Creep

When multiple sheets of papers are folded along the spine, the inner pages will tend to "creep", risking that some of the page content may be cropped when the booklet is trimmed. To prevent this, select creep compensation for adjustment.



☐ Compensate creep

Plain

Printing From Everywhere Else Settings (acrobat, preview, Ai, Ps etc.):

Check over your summary and then click print.

Finish

Summary of your settings:

Confirm the settings for your booklet. To change any of the settings, go back.

Saddle Booklet



Binding

Left

Cover & Content

| | |
|--------------|-------------------------|
| Content: | Front & Back Separately |
| Front cover: | Print on both sides |
| Back cover: | Print on both sides |

Size & Media

| | |
|----------------------|--------|
| Paper Size for 2-up: | Letter |
| Document size: | Letter |

Layout

| | |
|-----------------------|--------------|
| Centering adjustment: | At the spine |
| Increase gutter by: | 0.000 Inches |

blank page because i ran out of content but still need the extra page to make it a multiple of 4

