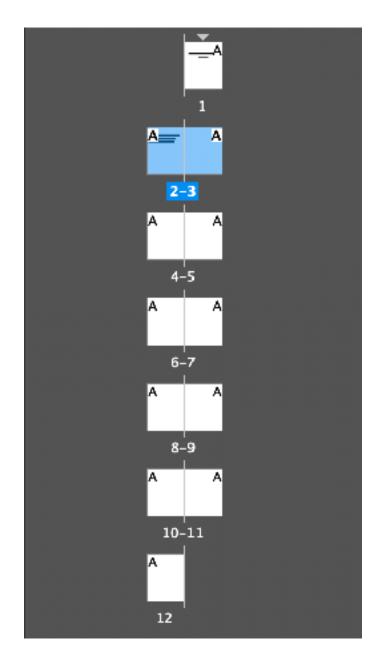
The Ultimate Booklet Guide

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):

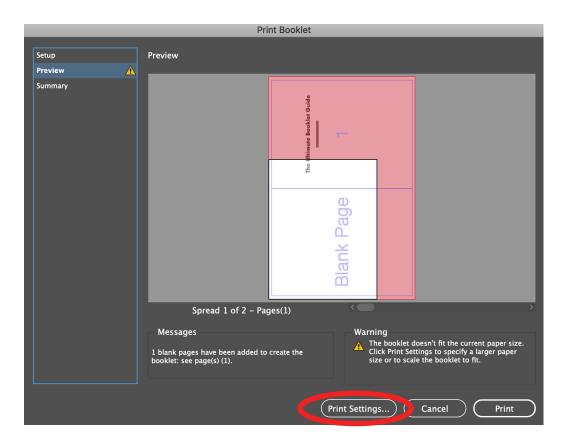
Chose File > Print Booklet



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.

	Print		
Print P	eset: [Custom] ~		
Pr	nter: Canon C710		
	PPD: Canon iPR Svr H350 V1.0 US 🛛 🗸		
General	General		
Setup			
Marks and Bleed	Copies: 1 Collate Reverse Order		
Output	Pages		
Graphics	Pages: ◎ All		
Color Management	🔿 Range: All Pages 🗸 🗸		
Advanced	○ Current Page: Letter H:3		
Summary	Sequence: 🗸 🗸		
	O Pages		
	Spreads		
	Print Master Pages		
	Options		
	Print Layers: Visible & Printable Layers		
	Print Non-printing Objects		
	Print Blank Pages		
Print Visible Guides and Baseline Grids			
(Page Setup) (Prin	ter Save Preset Cancel OK		

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 that not it will be landscape.

	Print
	Preset: [Custom] ~ rinter: Canon C710 ~ PPD: Canon iPR Svr H350 V1.0 US ~
General Setup Marks and Bleed	Setup Paper Size: US Letter ~
Output Graphics Color Management Advanced Summary	Width: 8.5 in Height: 11 in Orientation: Gap: Transverse
	Options Scale: Width: 100% Height: 100% Constrain Proportions Scale To Fit Page Position: Centered Thumbnails: Per Page Overlap:
Page Setup Pri	nter Save Preset Cancel OK

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.

Print			
Prin	set: [Custom] ter: Canon C710 PD: Canon iPR Svr H350 V1.0 US	✓✓✓	
General N Setup Marks and Bleed Output Graphics Color Management Advanced Summary	Marks and Bleed Marks All Printer's Marks Crop Marks Bleed Marks Bleed Marks Color Bars Page Information	Type: Default ~ Weight: 0.25 pt ~ Offset: \bigcirc 0.0833 in	
	Bleed and Slug Use Document Bleed Settings Bleed: Top: 0.25 in Bottom: 0.25 in Include Slug Area	Left: \$\\$ 0.25 in Right: \$\\$ 0.25 in	
Page Setup Printe	er Save Preset (Cancel OK	

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

	Print Preset: [C	Custom]		~	
		Page Setup			
neral	Format For:	Canon C710 Canon iPR Svr H350 V1.0	0 US	0	
up rks and	Paper Size:	US Letter 8.50 by 11.00 inches		0	~
put phics or Mar vanced	Orientation: Scale:	100%			~ n
nmary –	?	ĺ	Cancel	ОК	
16	Us Diago	e Document Bleed Setti	ngs		

Step 6 (indesign Settings):

	Print Preset: [Custom] Printer: Canon C710 PPD: Canon iPR Svr H350 V1 Marks and Bleed	~ ~ .0 US ~	Next ckick the printer. Here you will turn on the booklet functions
Setup Marks and Bleed Output Graphics Color Management Advanced Summary	Marks All Printer's Marks Crop Marks Bleed Marks Registration Marks Color Bars Page Information	Type: Default ~ Weight: 0.25 pt ~ Offset: $\widehat{\bigcirc}$ 0.0833 in	for the printer.
	Bleed and Slug ✓ Use Document Bleed Set Bleed: Top: ○ 0.25 in Bottom: ○ 0.25 in Include Slug Area	tings Left: 🗘 0.25 in Right: 🗘 0.25 in	
Page Setup Pr	inter Save Preset	Cancel OK	Print
			non C710 🗘 fault Settings
Click the lo	ayout tab.	Pages: • A	II rom 1 to: 1 yout
			ges per Sneet: 1 文 yout Direction: 🔀 🛐 🕅 🕥 Border: None
			Two-Sided: Off Reverse page orientation Flip horizontally
		? PDF Y Hide Details	Cancel Print

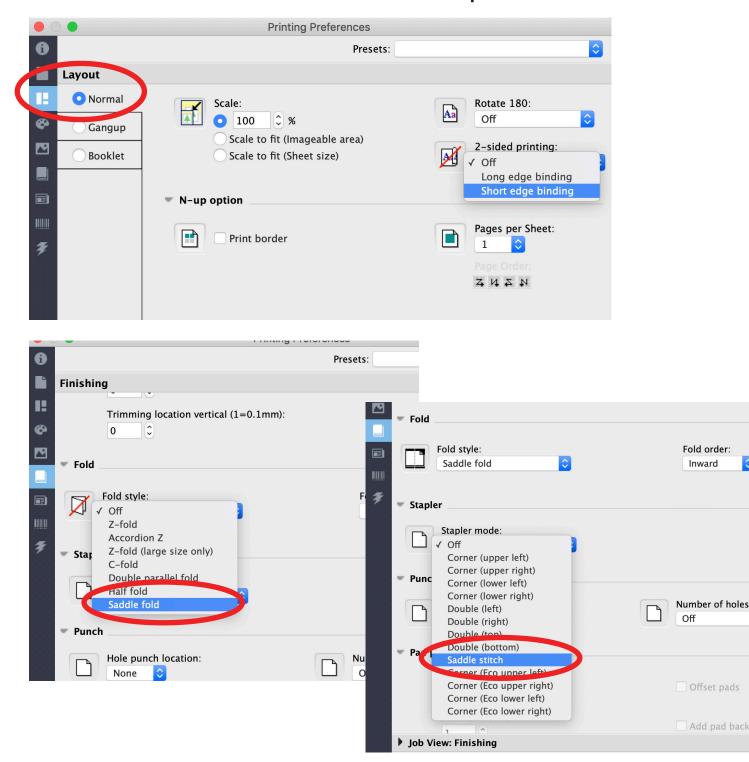
Step 7 (indesign Settings):

Click Fiery Features and then Full Properties

Print	
Printer: Canon C710	
Presets: Default Settings	
Copies: 1	
Pages: • All	
	to: 1
✓ Layout	
Color Matching Paper Handling	
Paper Feed Cover Pros	S M N
Fiery Features	
Two-Sideo	d: Off ≎
	Reverse page orientation
	Flip horizontally Print
	Printer: Canon C710
? PDF Y Hide Details	Presets: Default Settings
	Copies: 1
	Pages: • All
	From: 1 to: 1
	Fiery Features
	Quick Access Customize
	Paper source: Sorter mode:
	Auto tray select 🗘 🌔
	Stapler mode: 2-sided printing:
	Full Properties
	Two Way Communication
	Printer Address svprint209pc.campus.sva.edu
	Printer Name Canon iPR Svr H350 V1.0 US
	? PDF V Hide Details Cancel Print

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.



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

option. Then launch the wizard.

		Printing Preferences	
0		Presets:	\$
	Layout		
H	○ Normal	Launch Wizard	
ø	Gangup	Booklet Type: Saddle 🗘 Left Binding 🗘	
	O Booklet		
		Paper Size	
		Paper Size for 2-up:	
		Same as document size ᅌ	
Ŧ		Shrink to fit:	
*		Sheet size	
		Page Alignment	
		Centering adjustment: • At the spine At the center	
		Increase gutter by: 0.000 C Millimeters O Inches	
		Compensate creep	
		Cover	
		Content input:	Define C
		Front & Back Separately 🗢 투 🗐 \cdots 🖻 🖻	
	Job View: Layout		
		Help Cancel	ОК

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

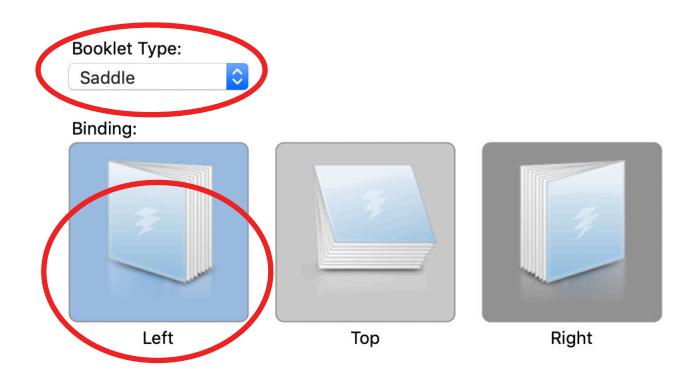
Make sure the booklet type is saddle. Then click next.



Booklet Maker

Welcome to the Booklet Maker

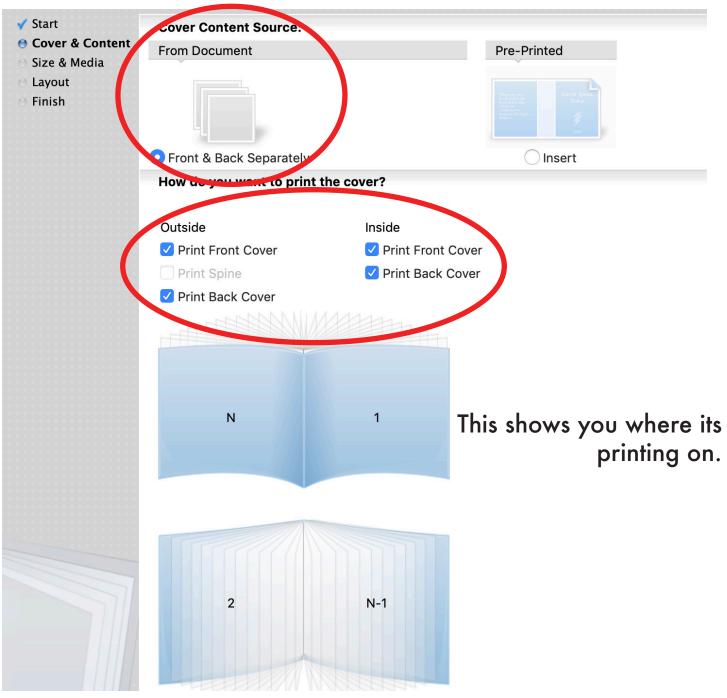
This wizard will guide you in creating and defining the properties of the type of book of your choice. Please select the book type and binding edge and click "Next >"



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.

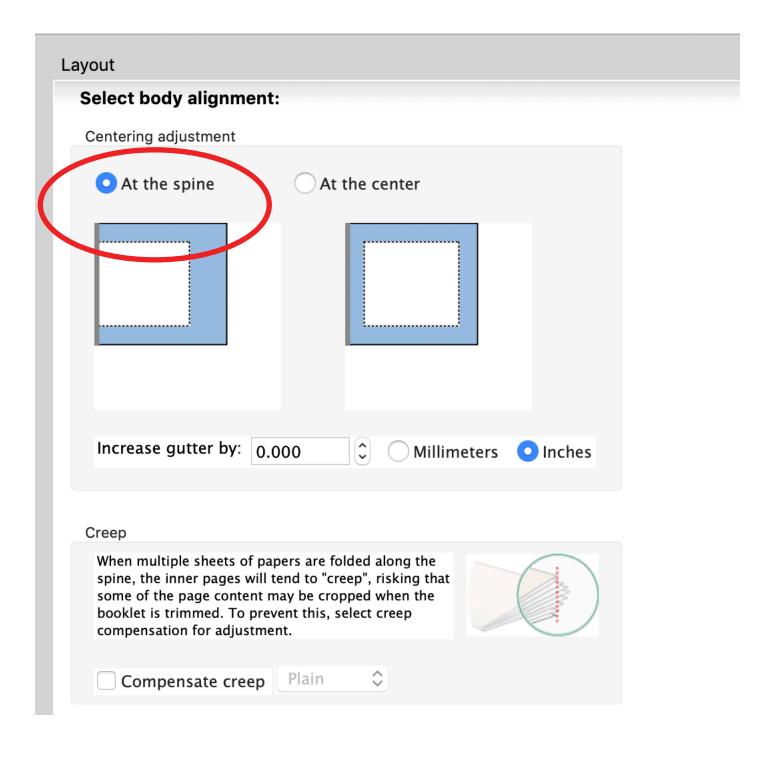


Select the paper size. Then click next.



Select the size of the paper for body:		
Custom Paper Size	-	
Same as document size		
Letter		D
A3		В
B4		
A4		
B5		
A5	r cover:	
11x17		
Legal		
Statement		
SRA3		
12x18		
Executive		
13x19		
Envelope no.10 (COM10)		

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



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 cover: Back cover: Size & Media	Front & Back Separately Print on both sides Print on both sides
Paper Size for 2-up: Document size:	Letter 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

