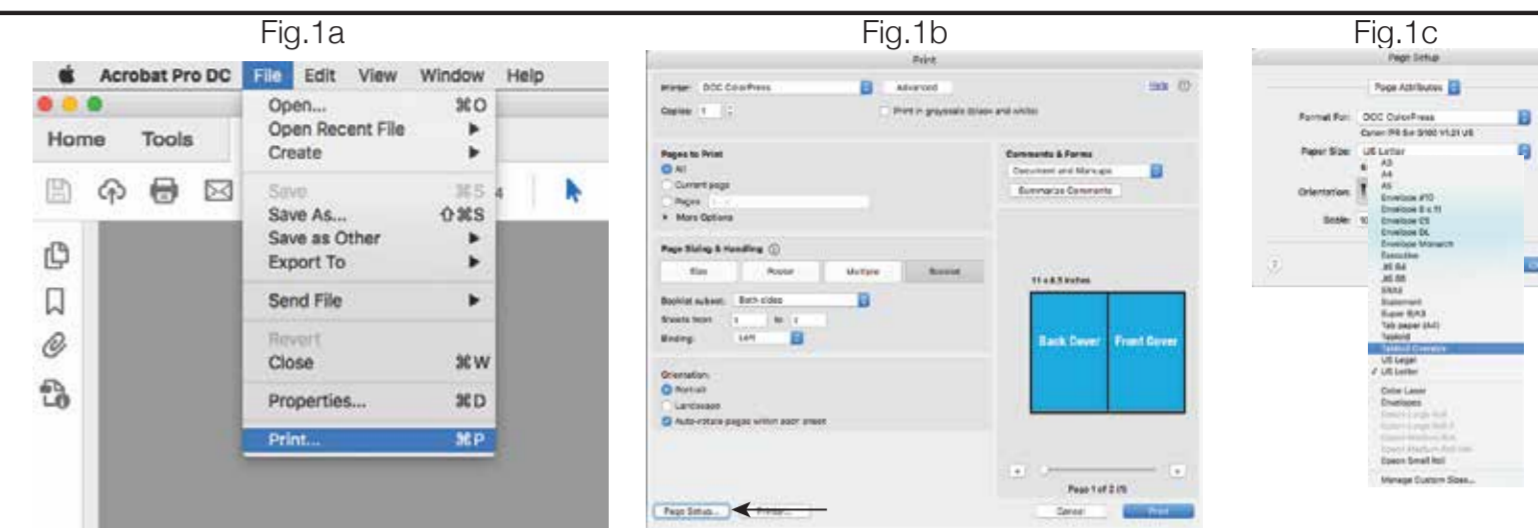


Saddle-Stitch Booklet Printing in DOC – Acrbat

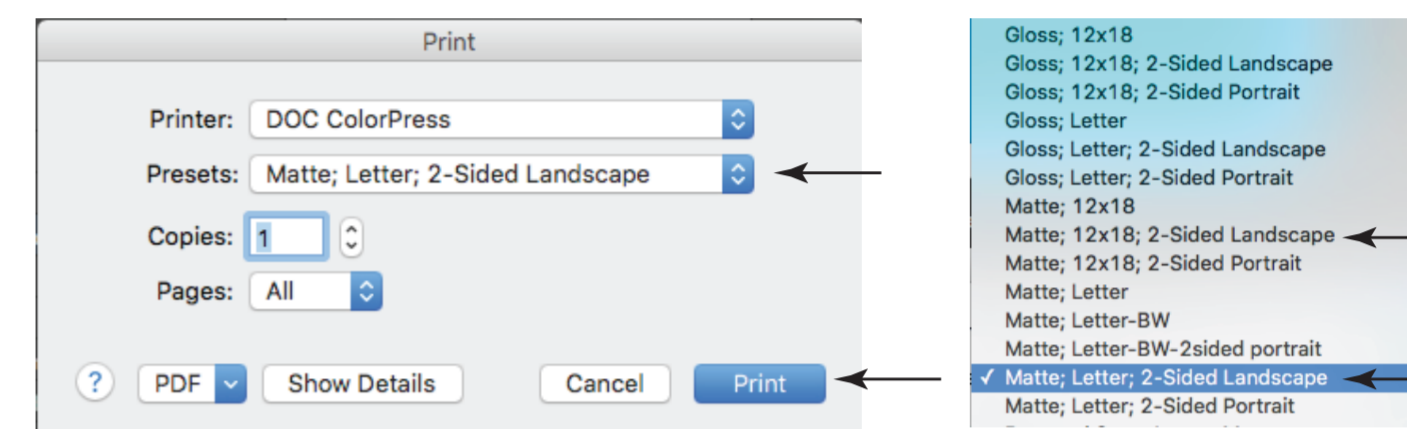
About Booklet Printing: Multi-page documents can be printed as booklets in the DOC. These are the instructions for printing a book intended for saddle-stitch binding. The DOC has a saddle-stitch stapler for student use. Books must first be trimmed to size and folded before stapling.



Step 1: Open your multi-page PDF file and bring up the booklet print dialog by selecting the “File” drop-down menu and clicking “Print” (Fig. 1a). Select DOC ColorPress for the printer and then click page setup at the bottom left to select the paper size on which the book’s spreads will fit (Fig. 1b). Choose “US Letter” or Tabloid Oversize (Fig. 1c)

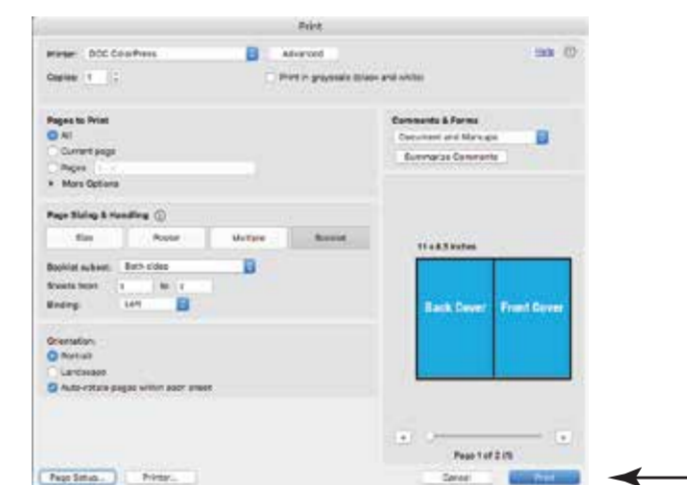


Step 2: Select the desired preset (most likely “Matte; Letter; 2-Sided Landscape” or Matte; 12x18; 2-Sided Landscape”, depending on your book size) and then click the “Print” button.

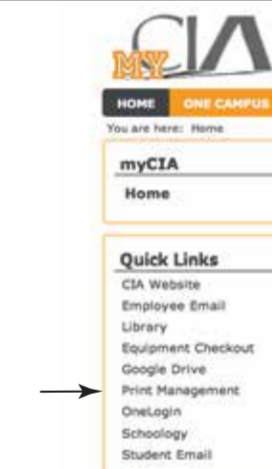


Step 3: Confirm the preview is correct. The front & back covers and innermost spread should display correctly. All other pages should appear to be out of order. If so then click “Print” to send the job (Fig. 2d).

If not you need to find out why. Keep in mind that each sheet of paper is 4 pages. Therefore, if the number of pages in the document is not divisible by 4 then blank pages may need to be added.



Step 4: Go to <https://my.cia.edu> and click on “print management”



Step 5: Log in to PaperCut using your CIA username and password.



Step 6: Release job, but first: make sure the number of pages should show as half the total number of pages in document. If this is not the case then some settings were not correct. Delete the job and start over.

The DOC is not responsible for incorrectly printed jobs and will not issue refunds for user errors.

