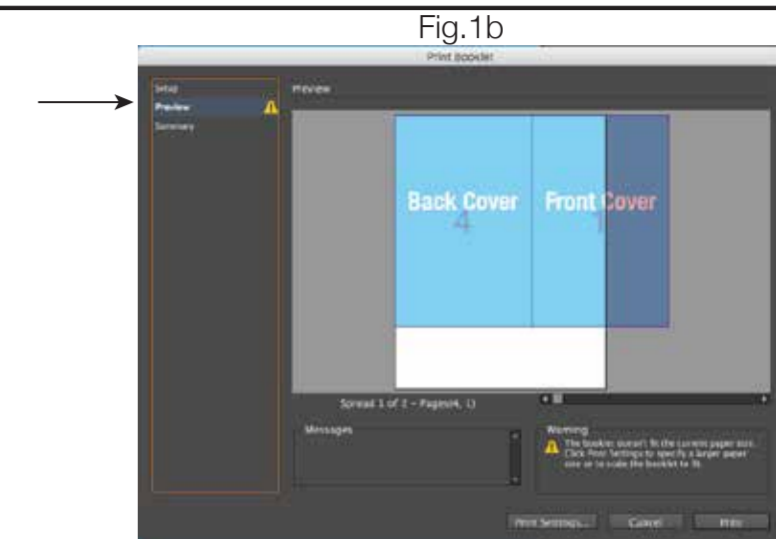
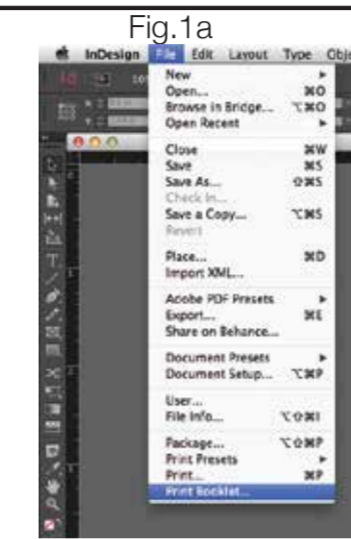


Saddle-Stitch Booklet Printing in DOC – InDesign

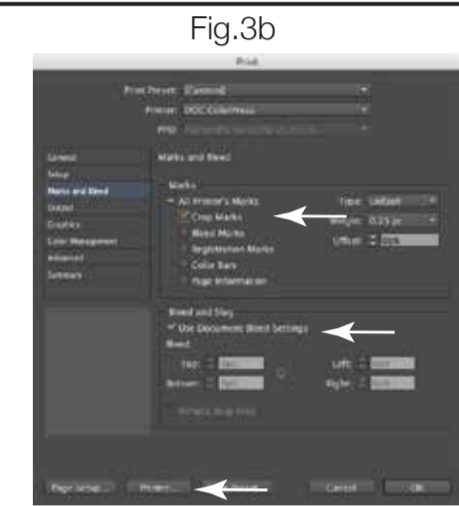
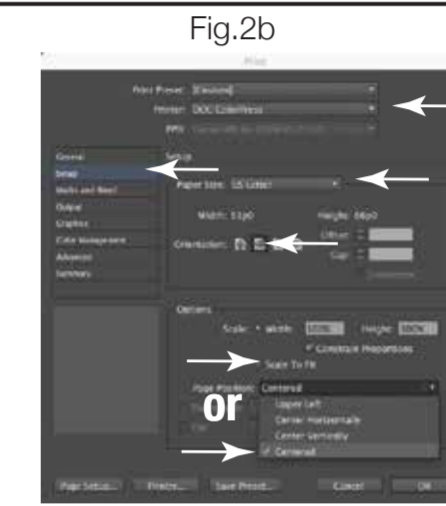
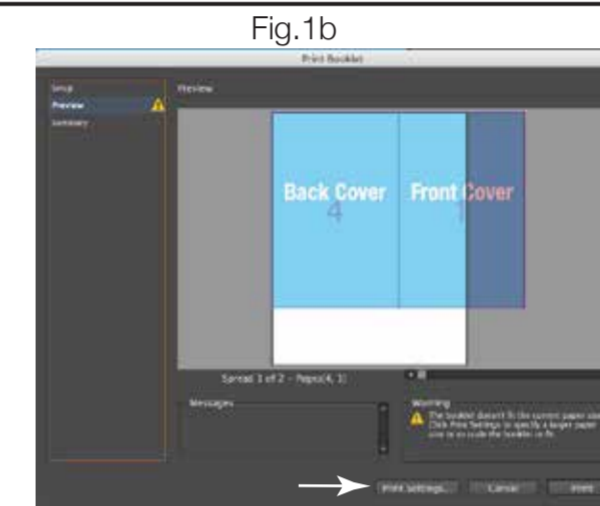
About Booklet Printing: Multi-page documents can be printed as booklets in the DOC. These are the instructions for printing a book intended for saddle-stitch binding. The DOC has a saddle-stitch stapler for student use. Books must first be trimmed to size and folded before stapling.



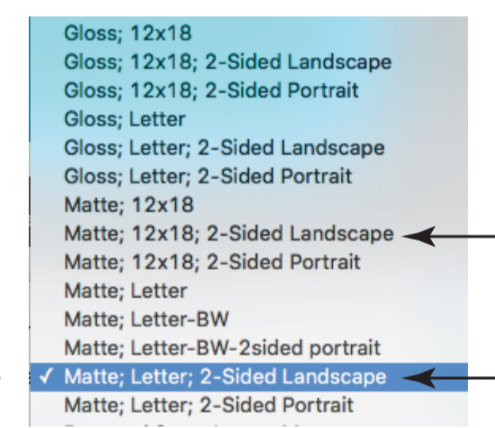
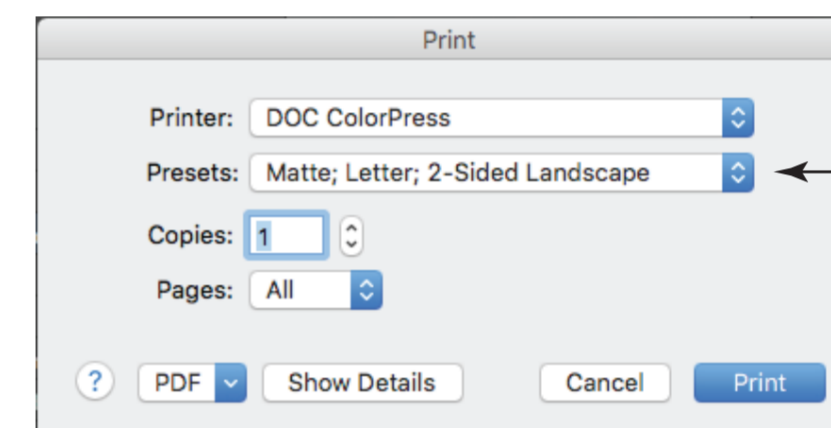
Step 1: Open your InDesign file and bring up the booklet print dialog by selecting the “File” drop-down menu and clicking “Print Booklet” (Fig. 1a). Select preview in the left hand column of the print booklet dialog to see how your current setup is formatting your booklet (Fig 1b). Your preview will, most likely, be incorrect at this point.



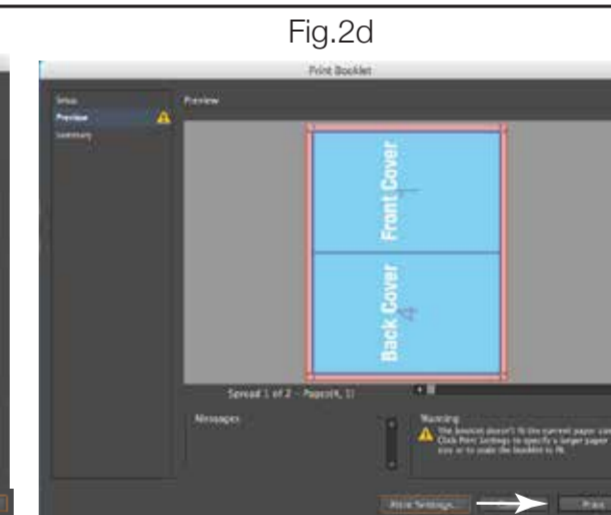
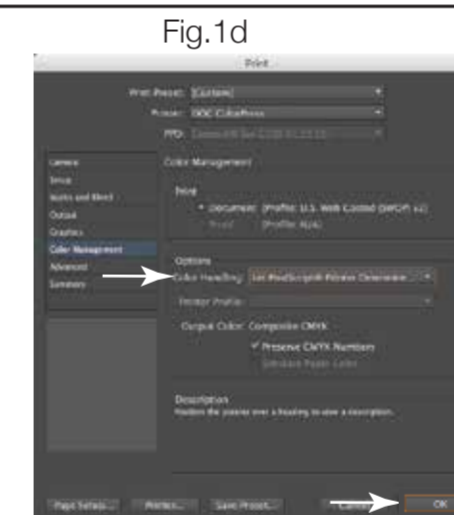
Step 2: Click “Print Settings” to open the print dialog Fig (1b). Select “DOC Color Press” (Fig. 2b) then choose the *Setup* tab from the menu (Fig. 2b) on the left and select the paper size to which the book’s spreads will fit (Fig. 2b). *IF* you need to scale your booklet up or down in size to fit your selected paper size (Fig. 2b) then turn the “Scale To Fit” radio button on (Fig. 2b). *IF NOT* then select “Centered” in the *Page Position* drop down menu (Fig. 2b). Next, specify *Orientation* as landscape (Fig. 2b). Select the *Marks and Bleed* tab from the menu on the left (Fig. 3b), check the “Crop Marks” and “Bleed” options if so desired and then click the “Printer” button (Fig. 3b).



Step 3: 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.

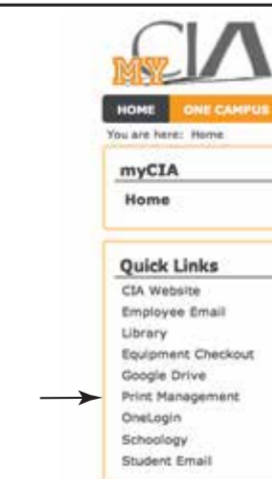


Step 4: Select the Color Management tab from the menu at left (Fig. 1d). Choose “Let PostScript Printer Determine Colors” from the *Color Handling* drop-down menu then click “OK” (Fig. 1d). Finally, confirm the preview is correct. The front & back covers and innermost spread should display correctly. 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. If this is the case add the blanks where desired and make sure the “Print Blank Pages” tab is checked in the *General* tab within *Print Settings* before printing (Fig. 3d).

Step 5: Go to <https://my.cia.edu> and click on “print management”



Step 6: Log in to PaperCut using your CIA username and password.



Step 7: 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.