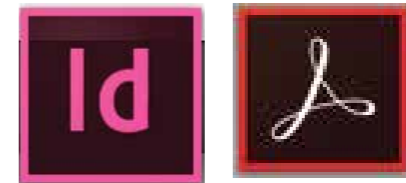


Wire Bound Booklet Printing in DOC

About Booklet Printing: Multi-page documents can be printed and made into booklets at the DOC. These are the instructions for printing a book intended for wire binding. The DOC has a wire binder for student use. Pages must first be trimmed to size before punching and binding. Spines will be provided by the employee on shift who assist with the binding process as well.



Step 1: Open your multi-page document in InDesign or Acrobat file and print using one of the 2-sided print options per instructions in the DOC lab.

https://my.cia.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=7016aeb4-2306-47df-a8fe-60231cfba89f