

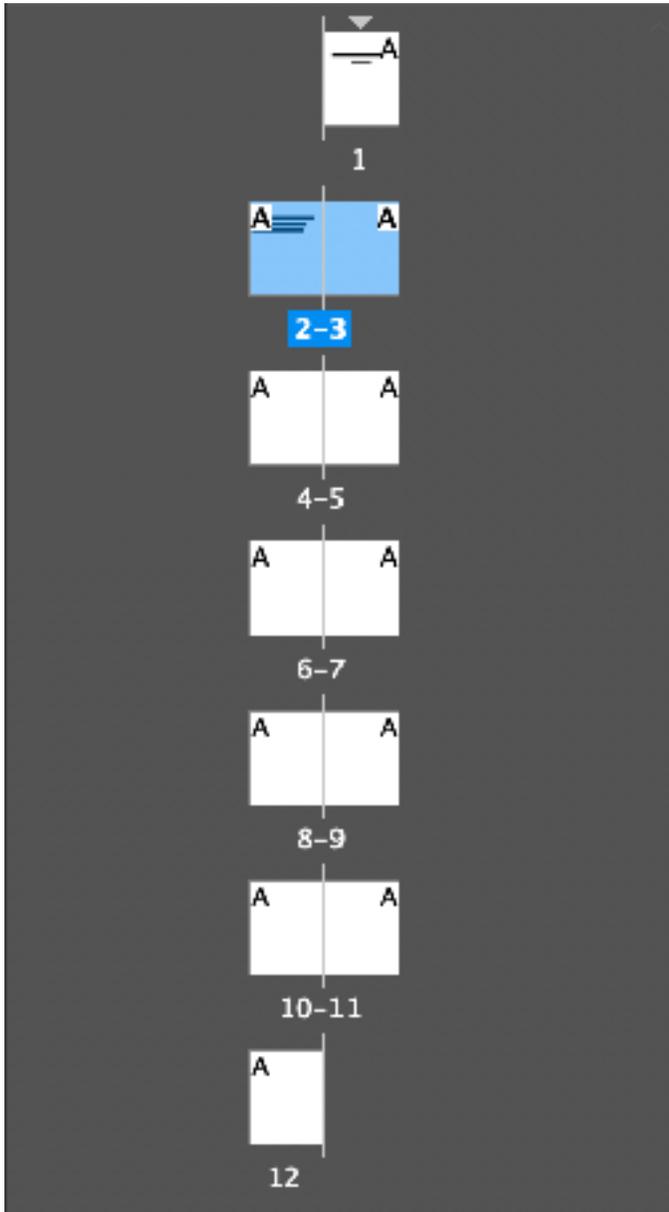
The Ultimate Booklet Guide

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.)

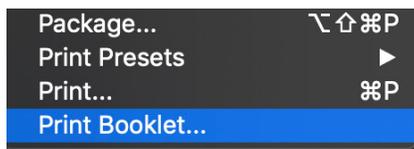


caution: if your booklet is not a multiple of 4 then blank pages will be added to compensate.

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):

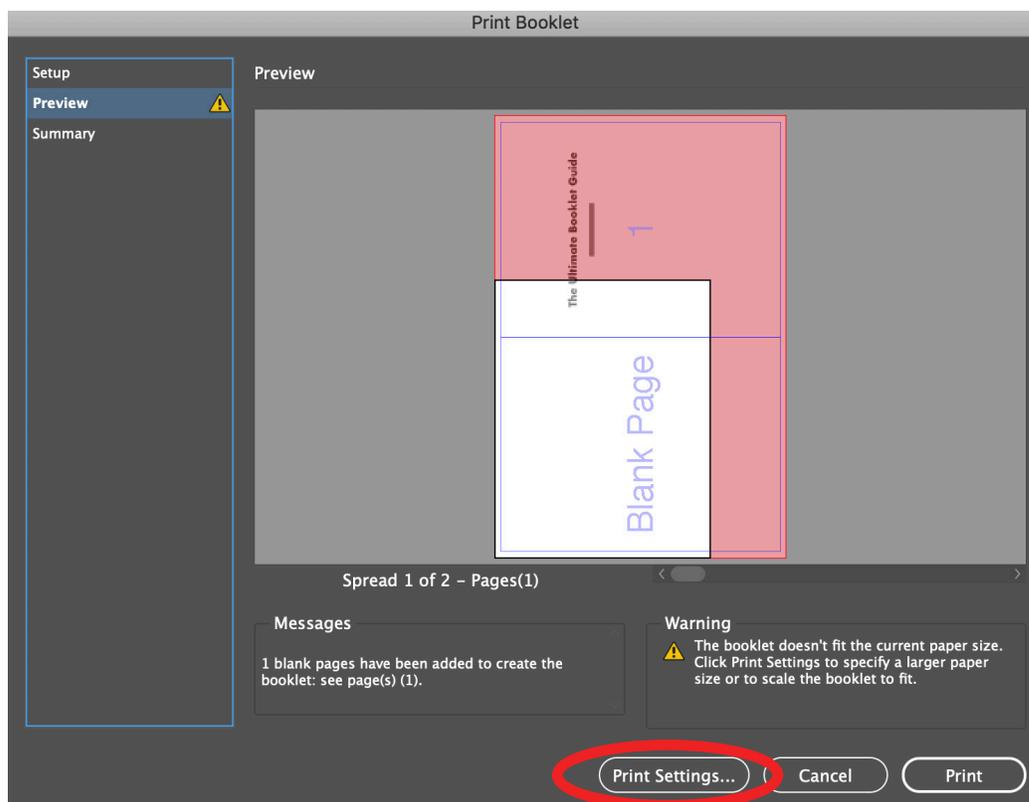
Chose File > Print Booklet



Make sure this option is checked

Print Blank Printer Spreads

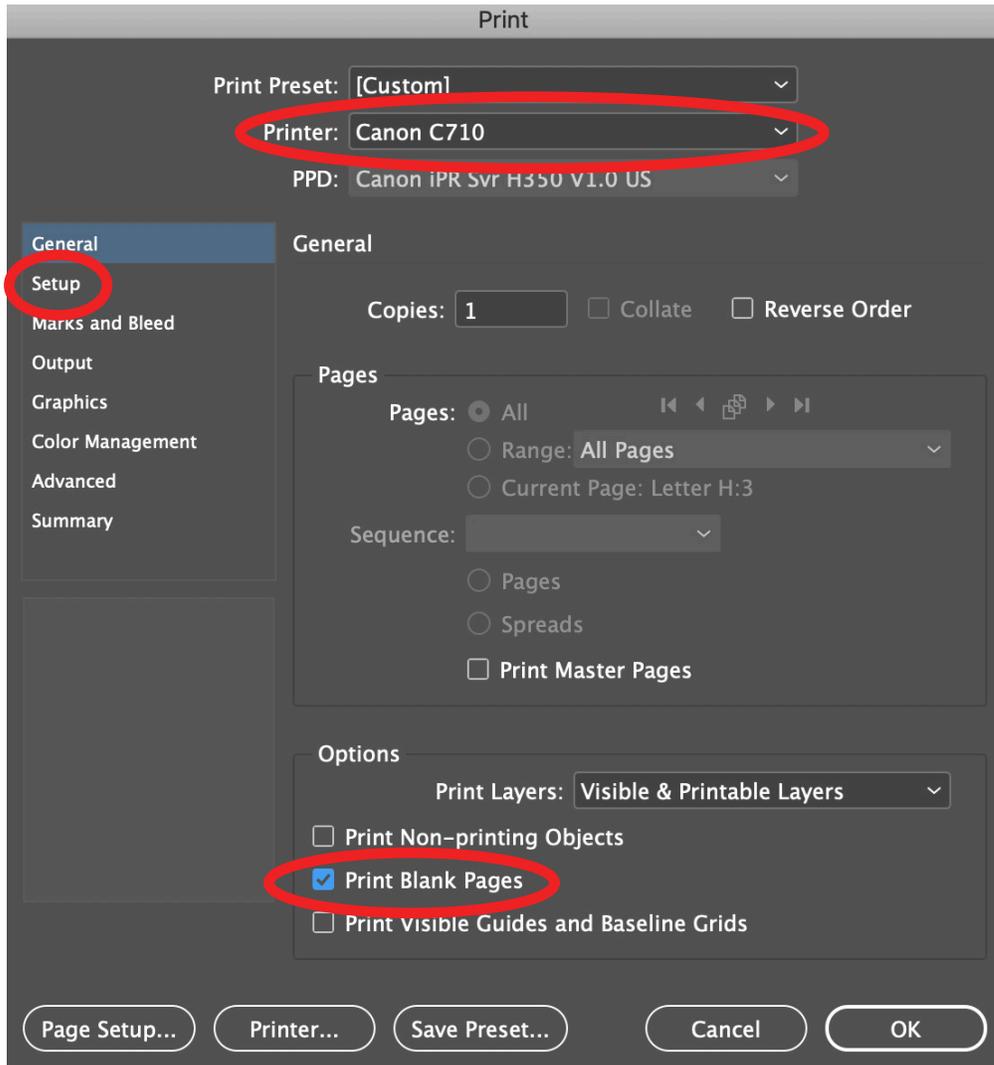
Next look at the preview window



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.

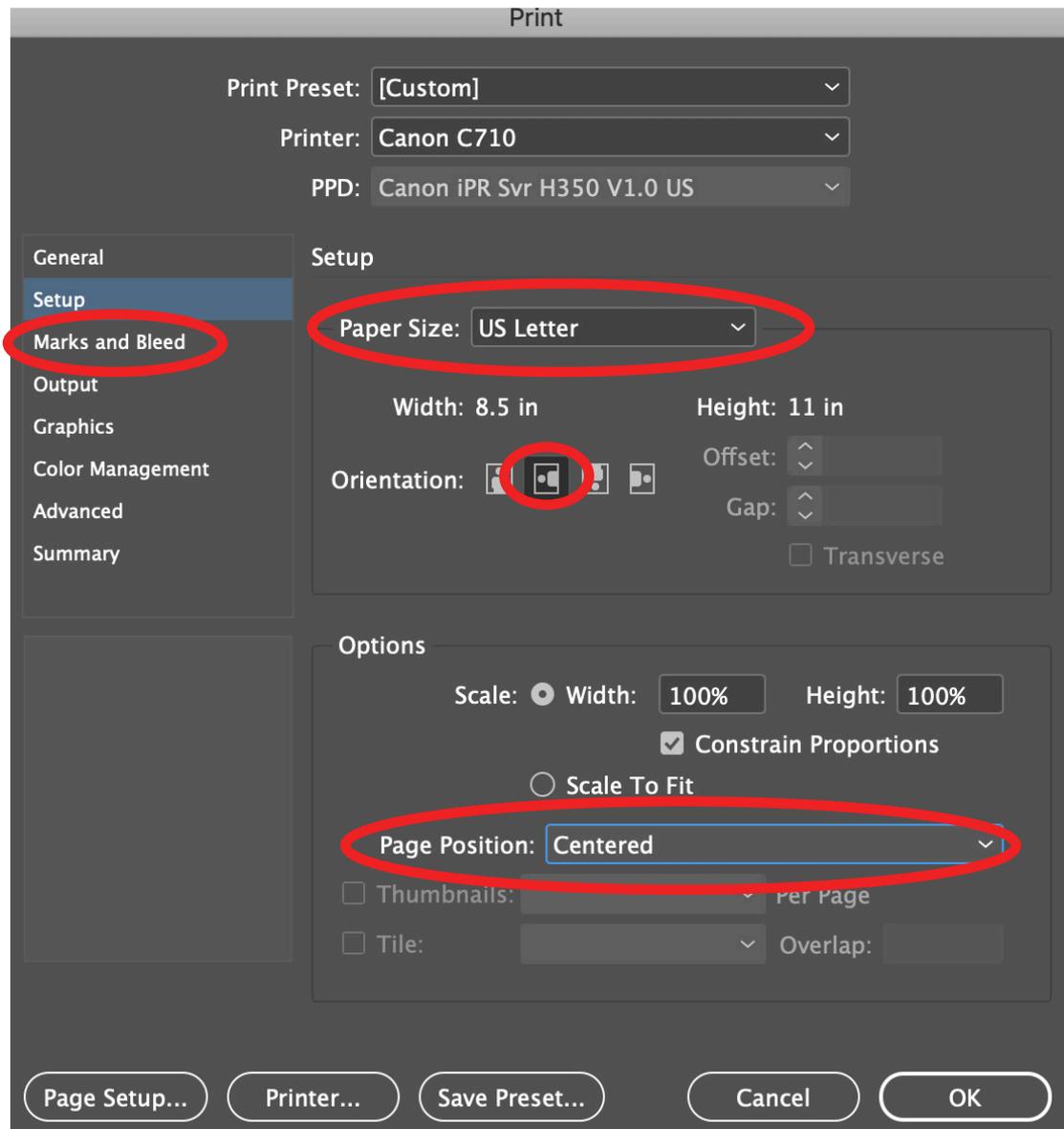


ALWAYS CHECK PRINT BLANK PAGES

Next click setup to select paper size

Step 4 (indesign Settings):

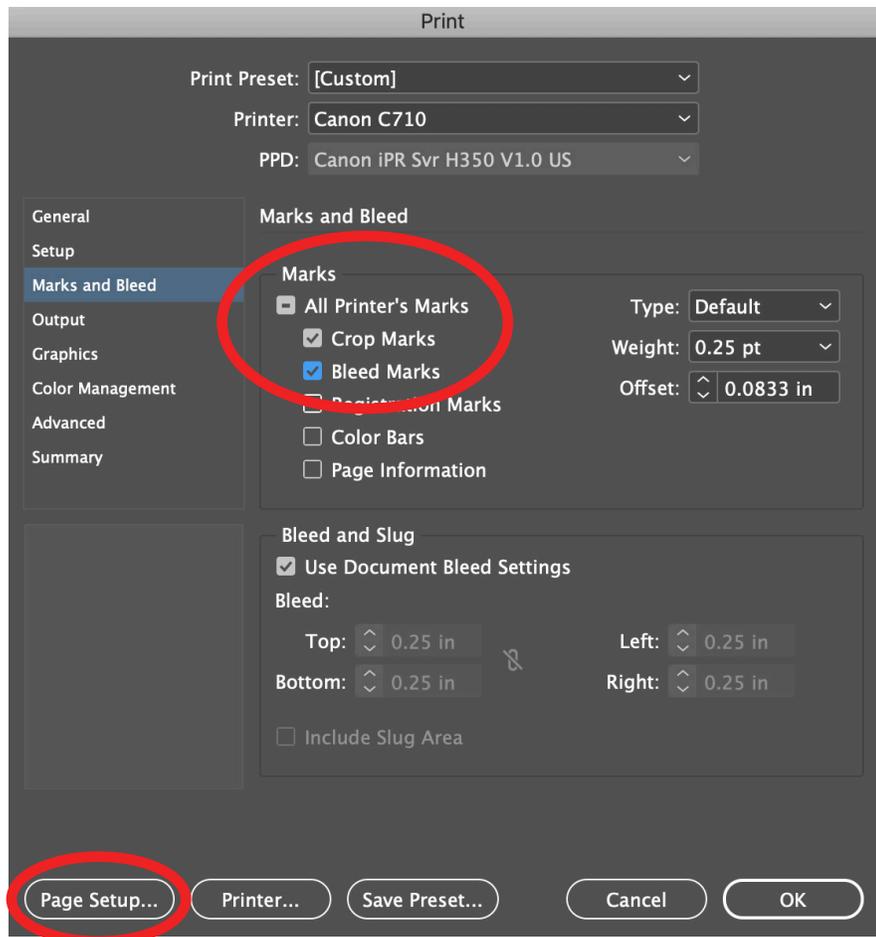
After selecting your paper size, you must select your orientation. More often than not it will be landscape.



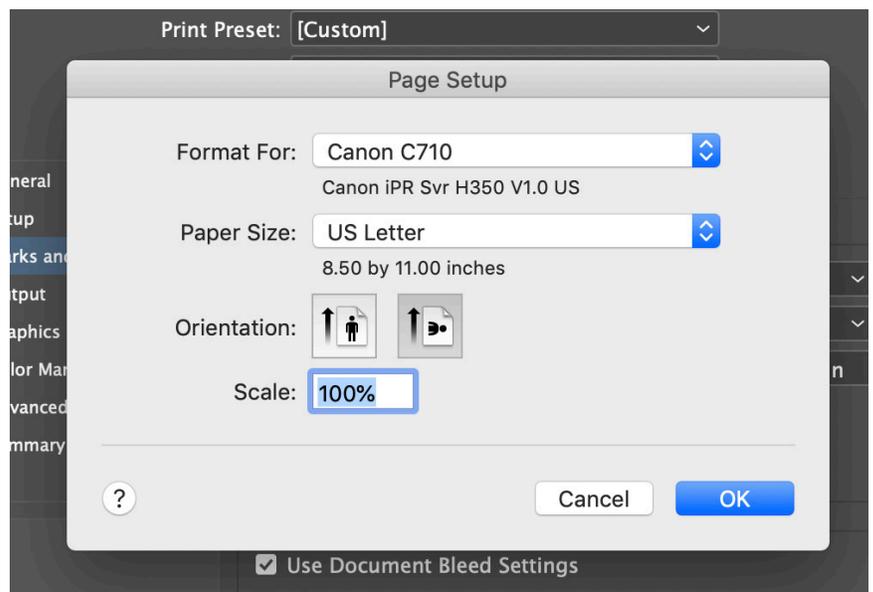
Next for page position select centered. Then move on to Marks and Bleeds

Step 5 (indesign Settings):

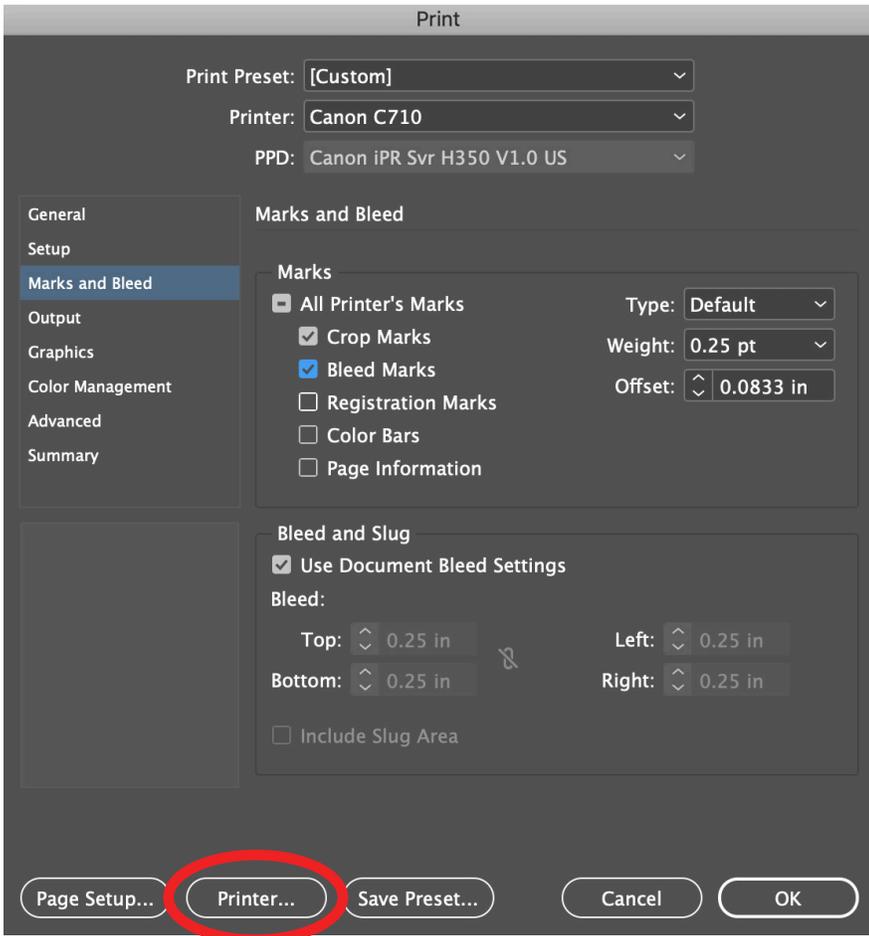
select your marks as desired and then click page set up.



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

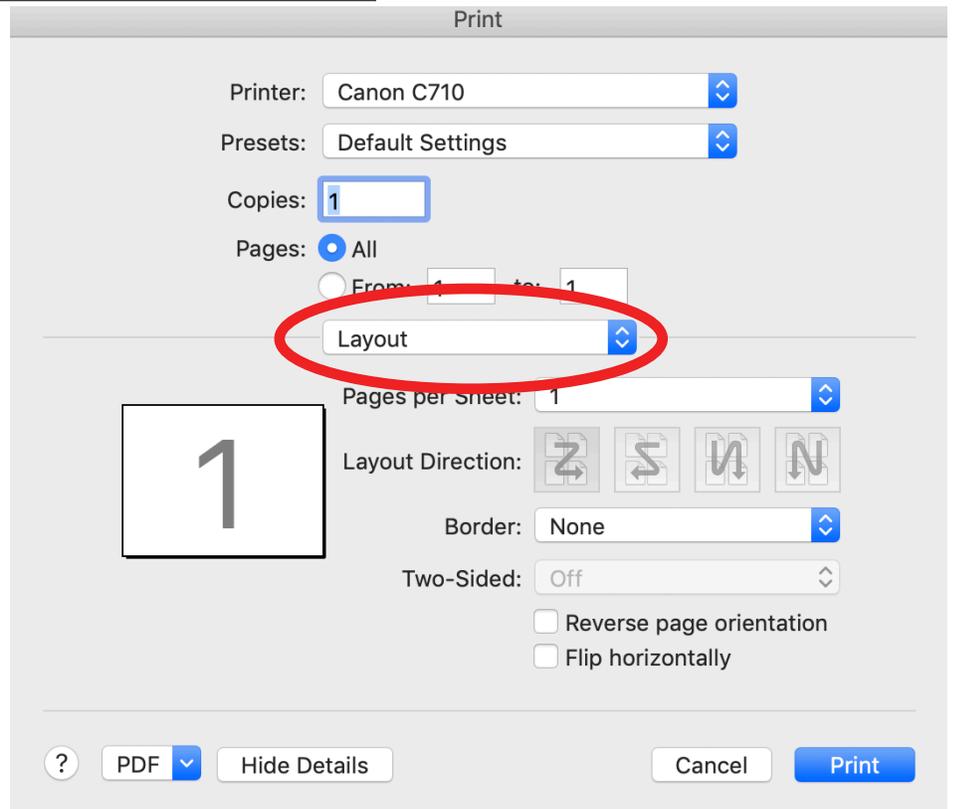


Step 6 (indesign Settings):



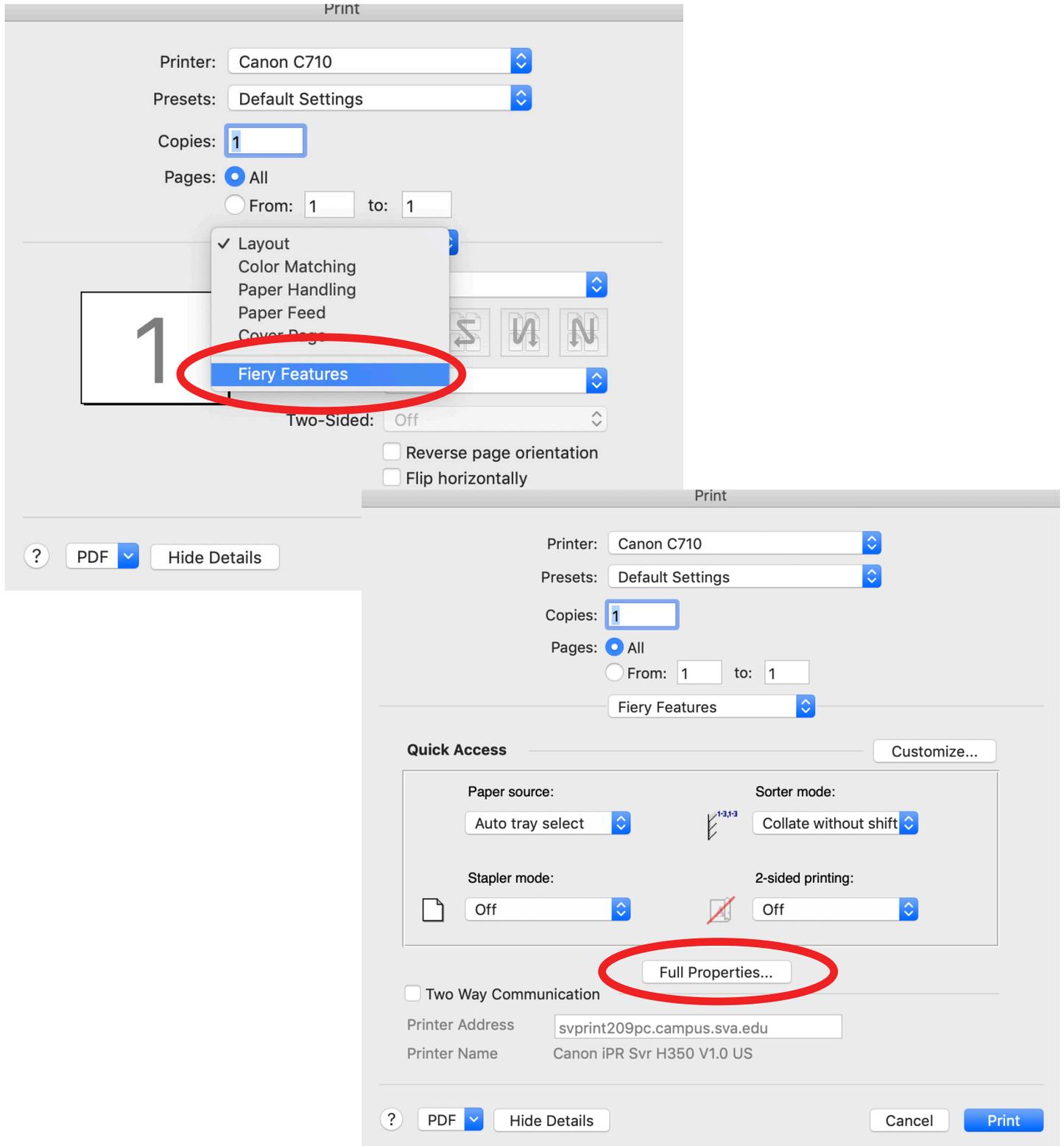
Next click the printer. Here you will turn on the booklet functions for the printer.

Click the layout tab.



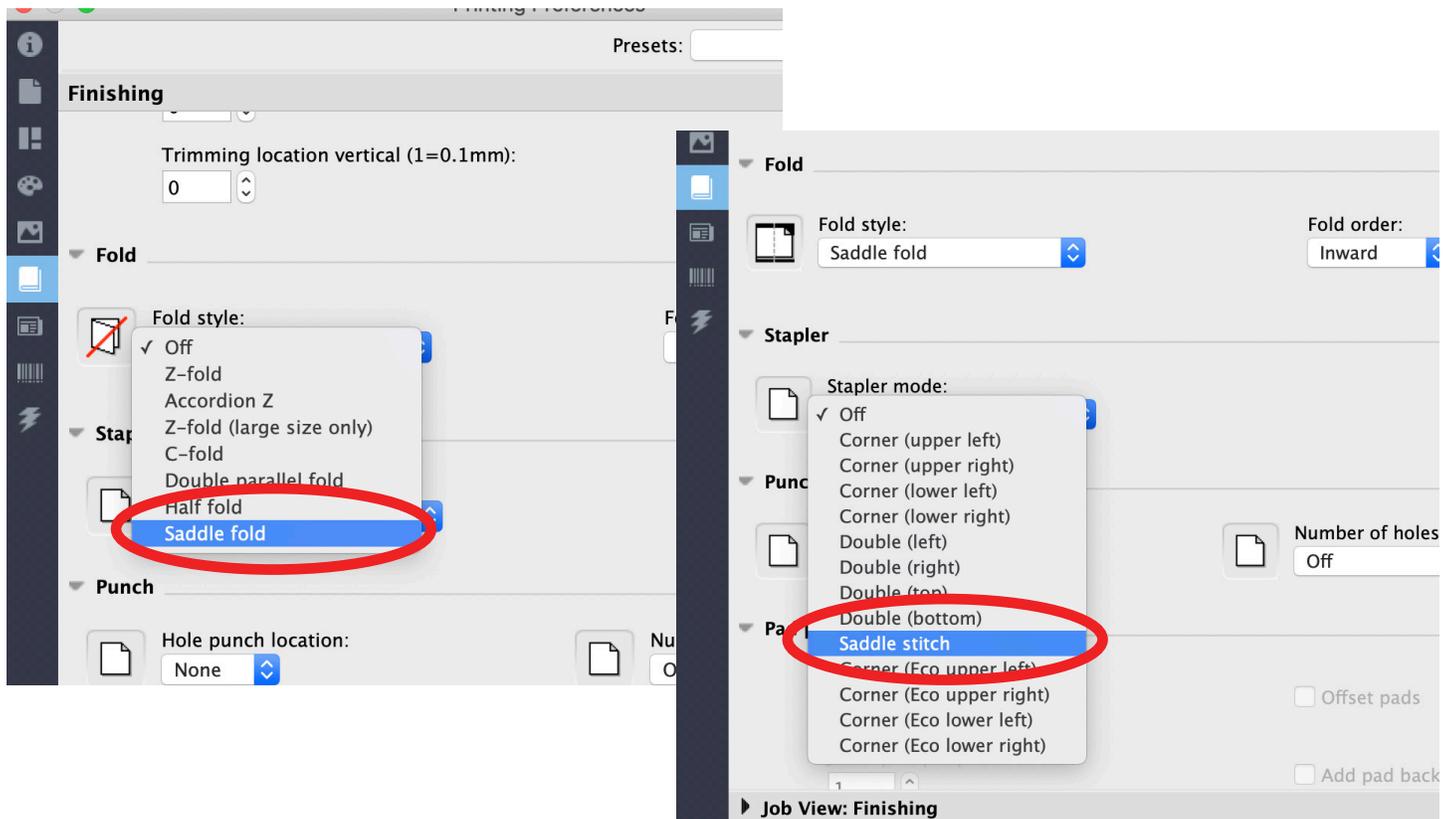
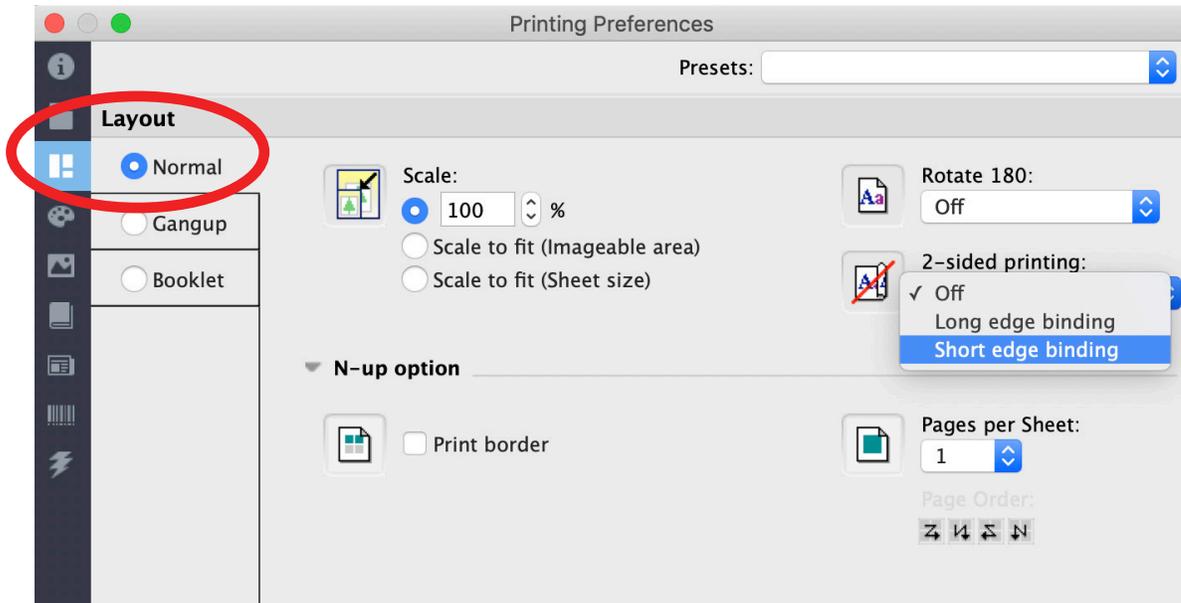
Step 7 (indesign Settings):

Click Fiery Features and then Full Properties



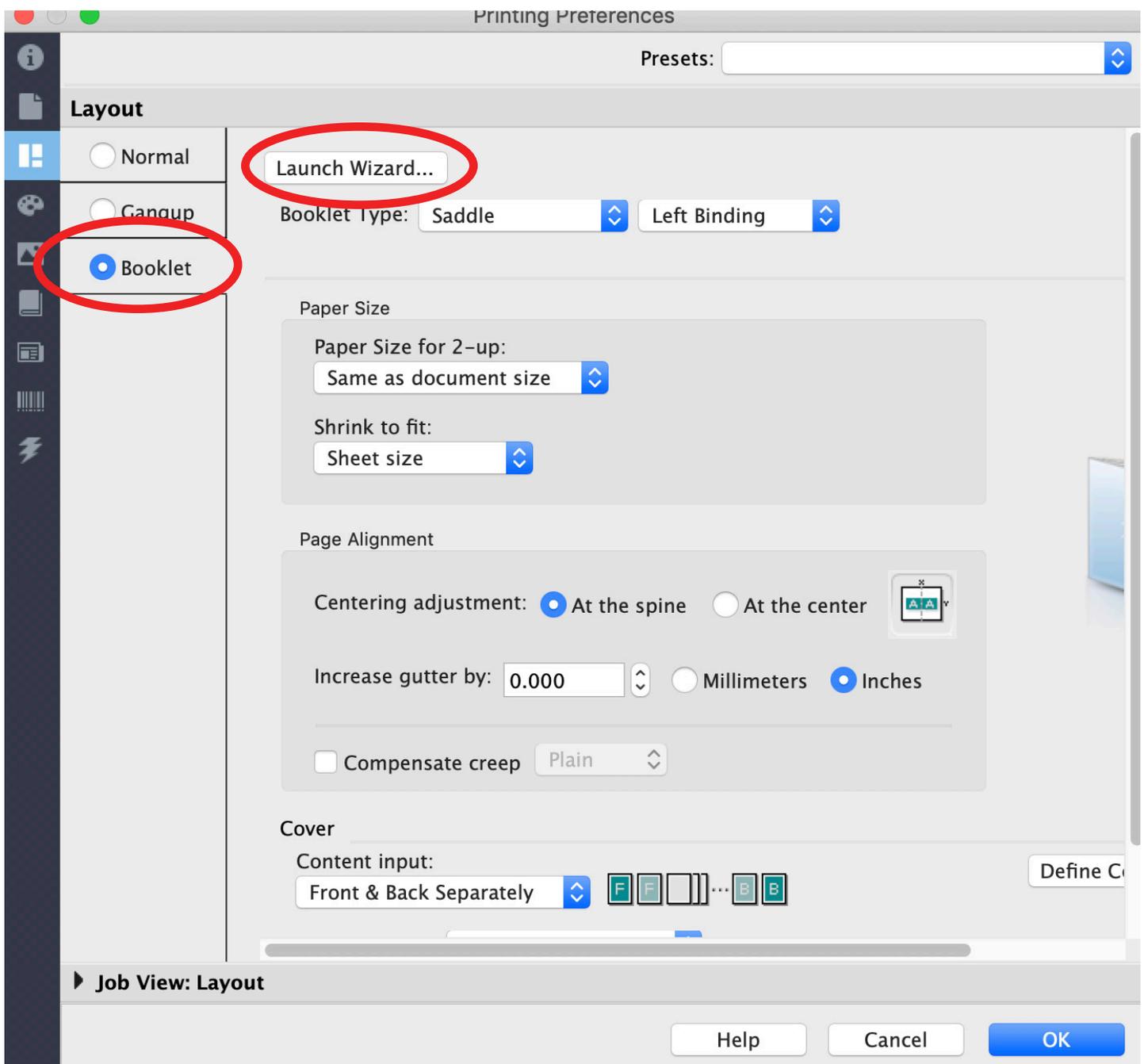
Step 8 (indesign Settings):

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.



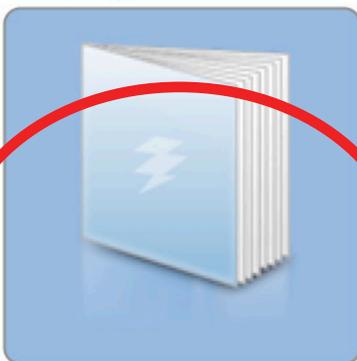
This wizard will guide you in creating and defining the properties of the type of book of your choice. Please select the book type and binding edge and click "Next >"

Booklet Type:

Saddle

A screenshot of a dropdown menu labeled "Booklet Type:". The menu is open, showing the selected option "Saddle" in a white box with a blue arrow pointing down. The entire dropdown menu is circled in red.

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.

The screenshot shows the 'Cover Content Source' and 'How do you want to print the cover?' sections of a printing dialog. The 'Cover Content Source' section has 'From Document' selected. The 'How do you want to print the cover?' section has 'Print Front Cover' and 'Print Back Cover' checked for both 'Outside' and 'Inside' options. Below the settings are two diagrams of an open book. The top diagram shows the front cover (N) and back cover (1). The bottom diagram shows the front cover (2) and back cover (N-1). A red circle highlights the 'Cover Content Source' and 'How do you want to print the cover?' sections. A red oval highlights the 'Print Front Cover' and 'Print Back Cover' options for both 'Outside' and 'Inside'.

Start
Cover & Content
Size & Media
Layout
Finish

Cover Content Source.
From Document
Pre-Printed
Front & Back Separately
Insert

How do you want to print the cover?

Outside	Inside
<input checked="" type="checkbox"/> Print Front Cover	<input checked="" type="checkbox"/> Print Front Cover
<input type="checkbox"/> Print Spine	<input checked="" type="checkbox"/> Print Back Cover
<input checked="" type="checkbox"/> Print Back Cover	

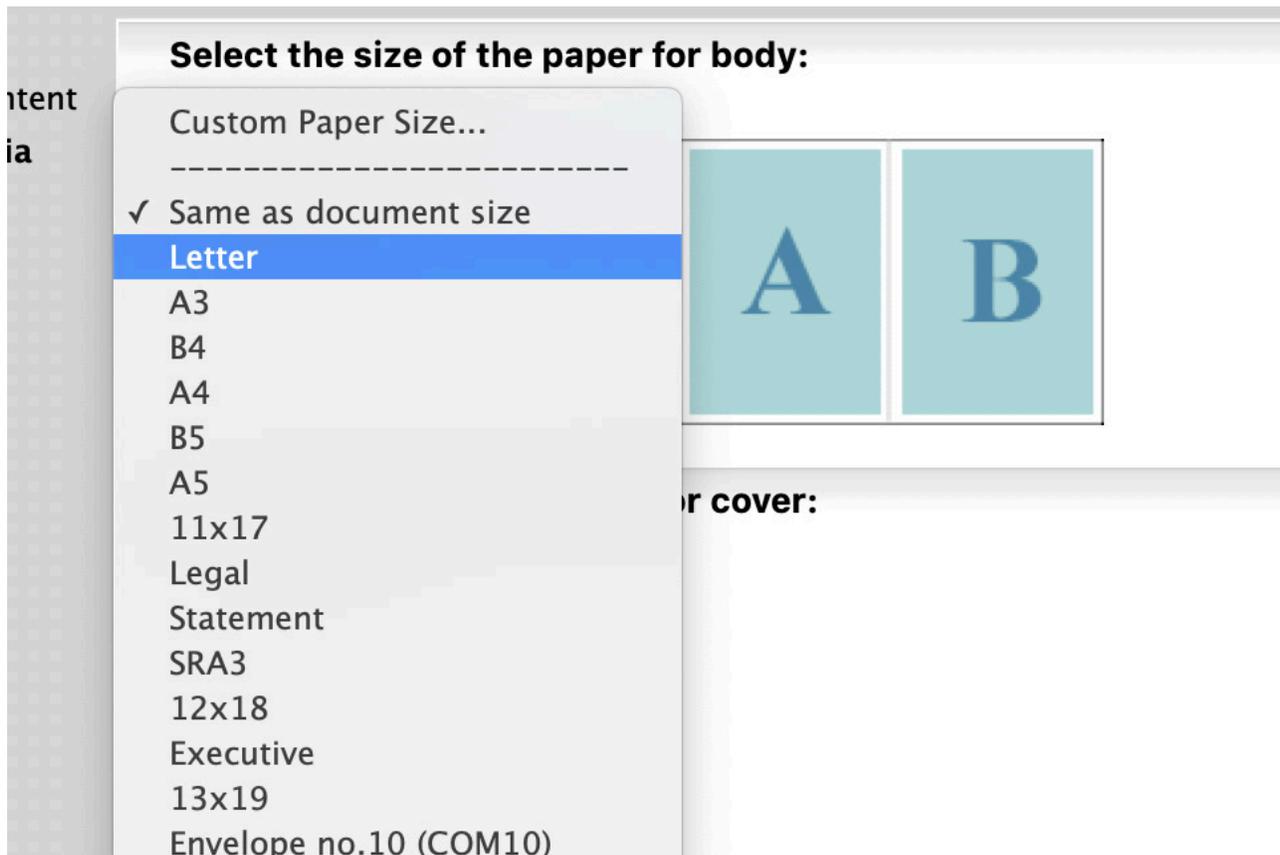
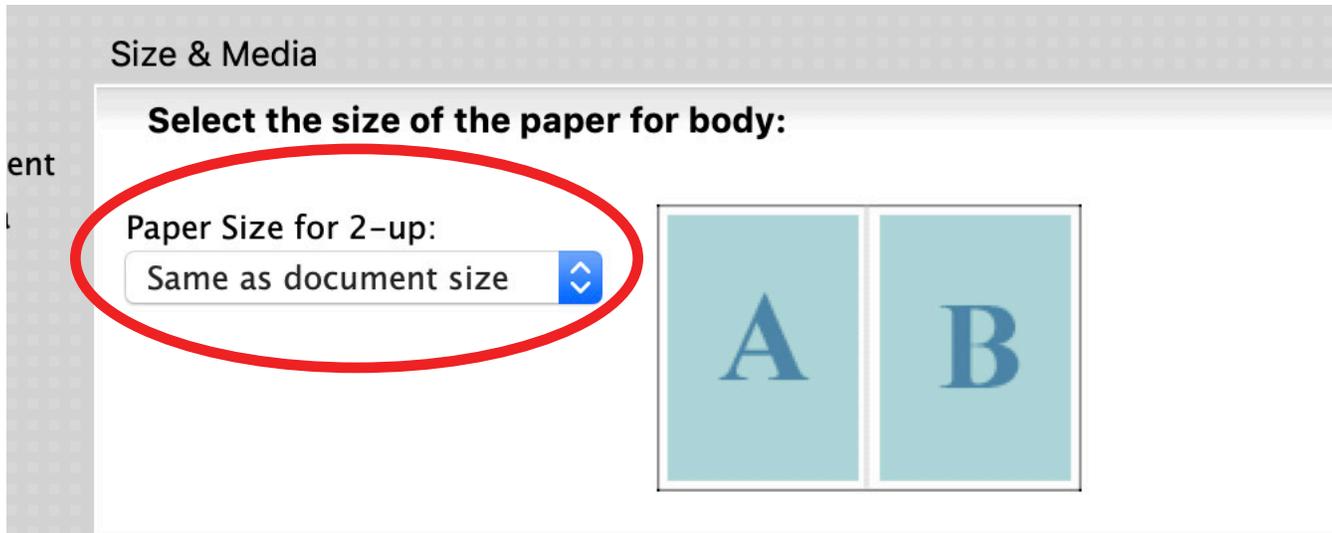
N 1

2 N-1

This shows you where its printing on.

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.):

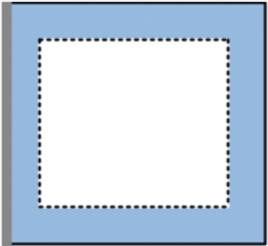
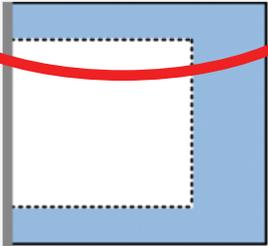
BODY ALIGNMENT IS ALWAYS AT THE SPINE. Then click next.

Layout

Select body alignment:

Centering adjustment

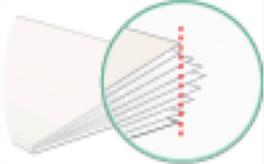
At the spine At the center



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

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

