

Printing a booklet in InDesign

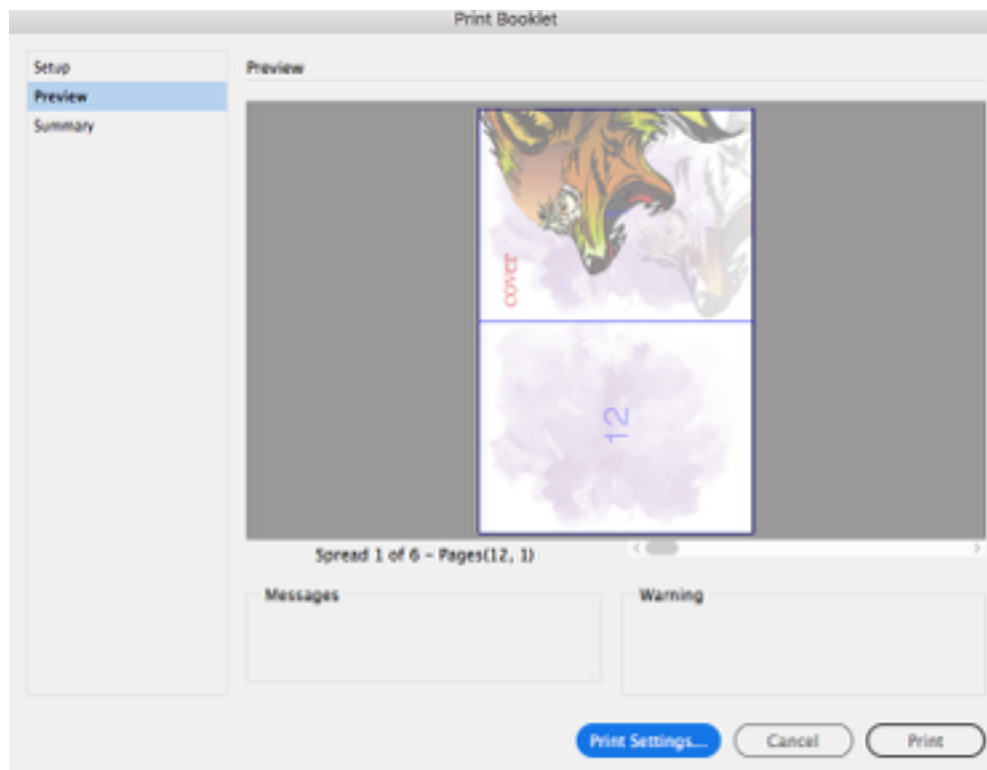
InDesign's Print Booklet feature arranges a book's pages prior to printing so that once the printed sheets are folded and bound, the pages will appear in the correct order. This process is called imposition.

To print a multipage InDesign document in the correct order on two sides of the paper, follow these directions:

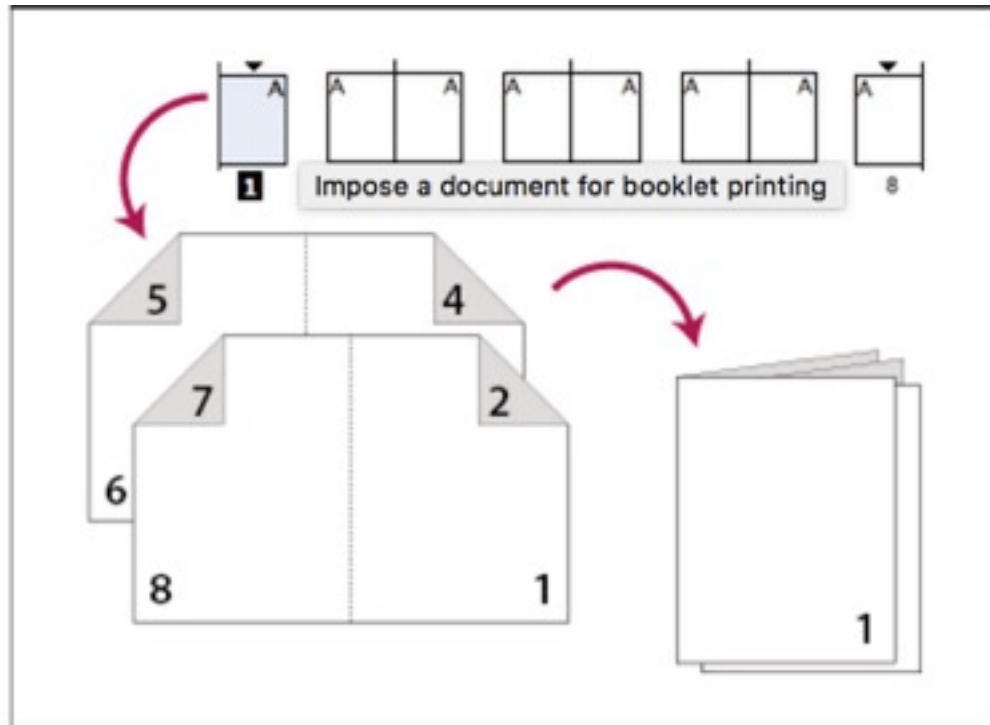
Click on the System Preferences icon in the dock at the bottom of the screen. Choose Printers & Scanners, choose the **VPA-FacultyStaff-Xerox 7800 Shaffer 329**.

Open your InDesign document, go to **File/Print Booklet**.

Take a moment to look at your booklet printing in the **Preview** area of the Print Booklet dialog box. While the pages appear in sequential order in InDesign's Pages panel, the printer spreads appear in a different order. The first thumbnail should show your cover and back cover.



The next thumbnail should be Page 2 next to Page 11, then Page 10 and 3. To flip through the printer spreads, click the scroll arrows, right to go forward, left backward. InDesign arranges the pages in this fashion so that when the two pages are printed on the same sheet and folded, the pages end up in the appropriate order. Here's a visual:



If everything looks good, go to your **Setup**.

Choose booklet type: **2-up Saddle Stitch**.

Go to **Print Settings**: in Setup choose **Tabloid** paper size (11 x 17) and make sure that Orientation is set to **landscape**. Click on the Printer button. In the pop-up menu under Layout choose **Xerox features** and select **2-Sided Print, Flip on the Short Edge**.

Note: Saddle-stitched booklets are constructed of folded pages. Each folded sheet will form four pages of the finished booklet. Therefore the page count of every saddle-stitched booklet must always be a multiple of four (4 pages, 8 pages, 12 pages, 16 pages, 20 pages, and so on).