

INDESIGN BOOKLET GUIDE

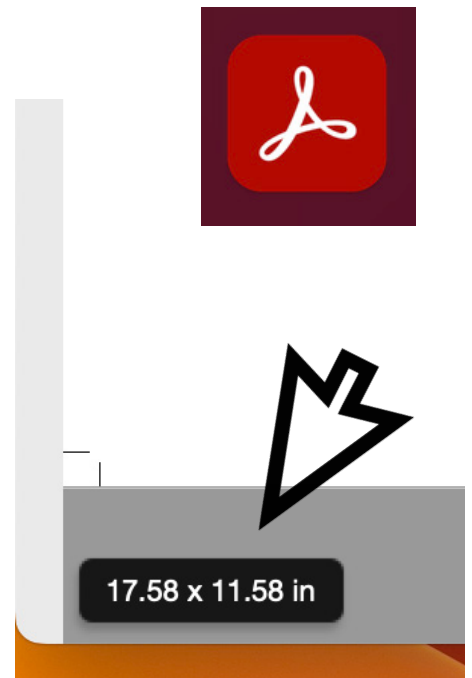
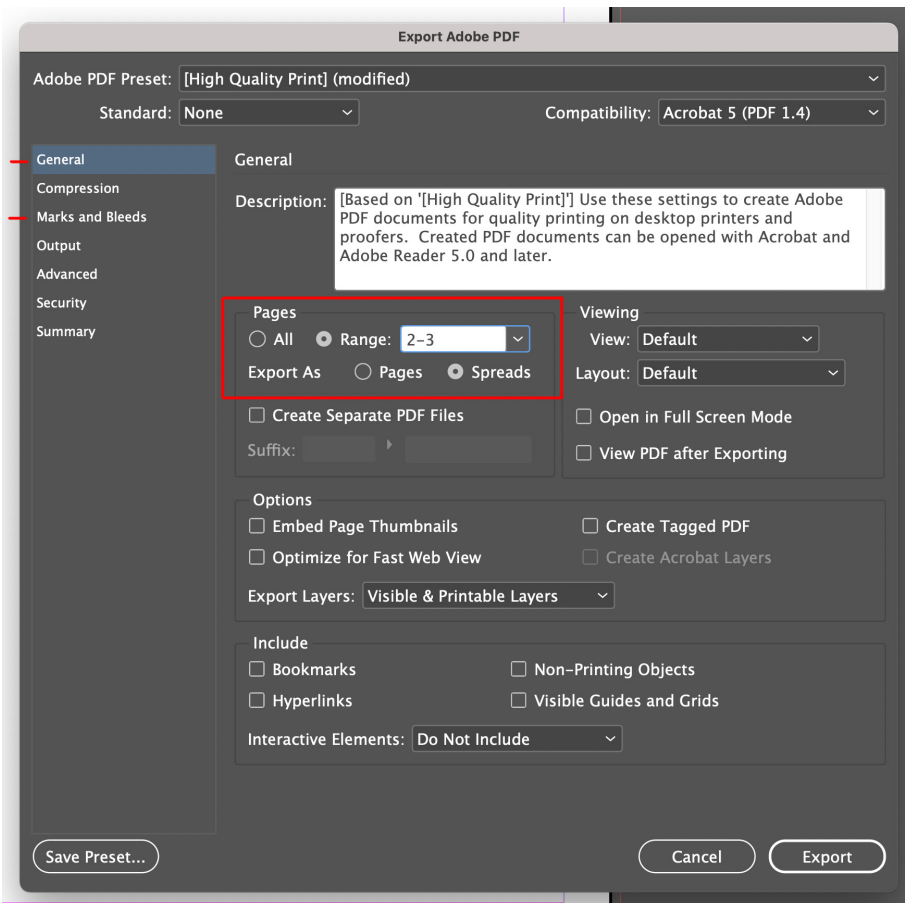
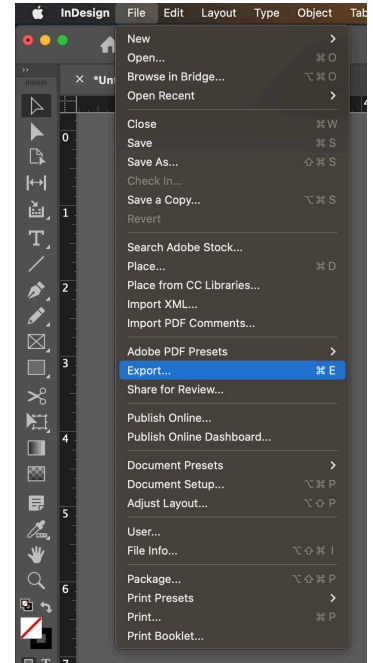
Booklets (books, magazines, etc.) created in InDesign need to be prepared by following these exact instructions.

Step 0: Before You Begin

- You must have a copy of Adobe Acrobat Distiller.
- Your page count should be divisible by 4.

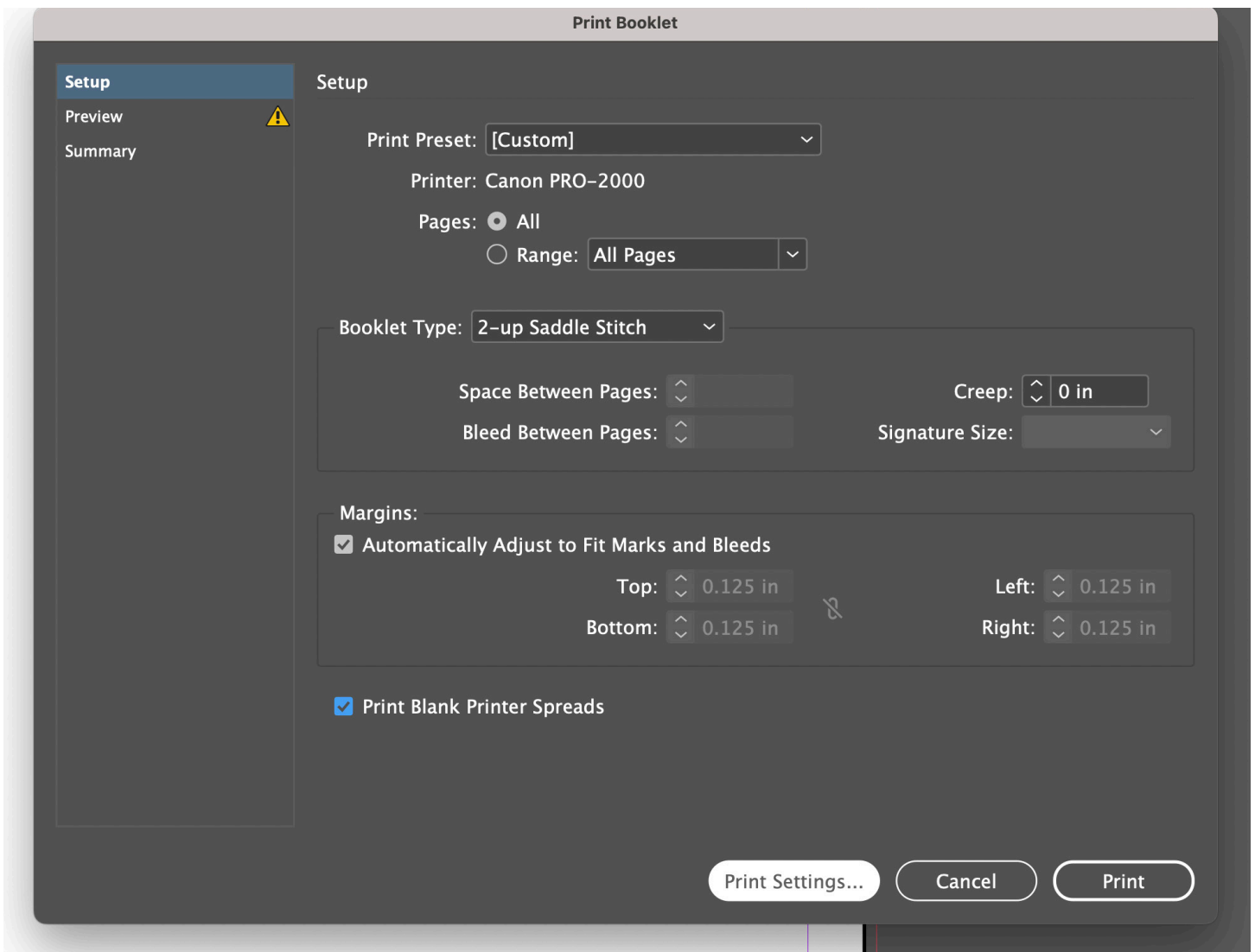
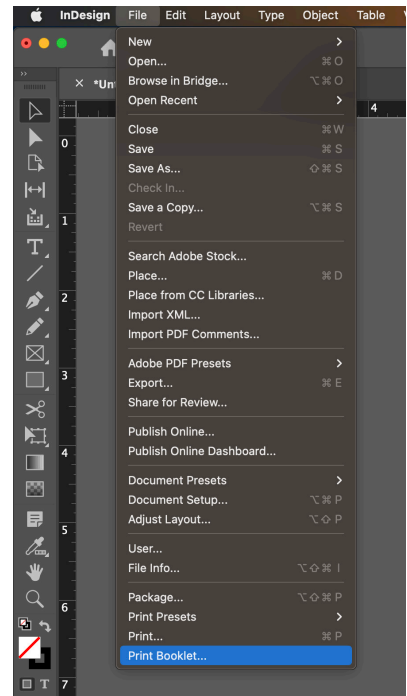
Determining Spread Size With Crop Marks

1. Open your InDesign file.
2. Choose File > Export.
3. In the Adobe PDF Preset menu, choose “High Quality Print”.
4. In the General option category, type “2-3” for the Range and check **Spreads**.
5. Choose the Marks and Bleeds option category on the left and choose the exact same settings as you will use when you saved your PostScript file.
6. Click **Export**.
7. Open this PDF you just exported in AcrobatPro and check its size by hovering your cursor over the bottom left corner of the window. This is the **EXACT SIZE** that you must enter for the Default Page Size in Acrobat Distiller. Write it down!



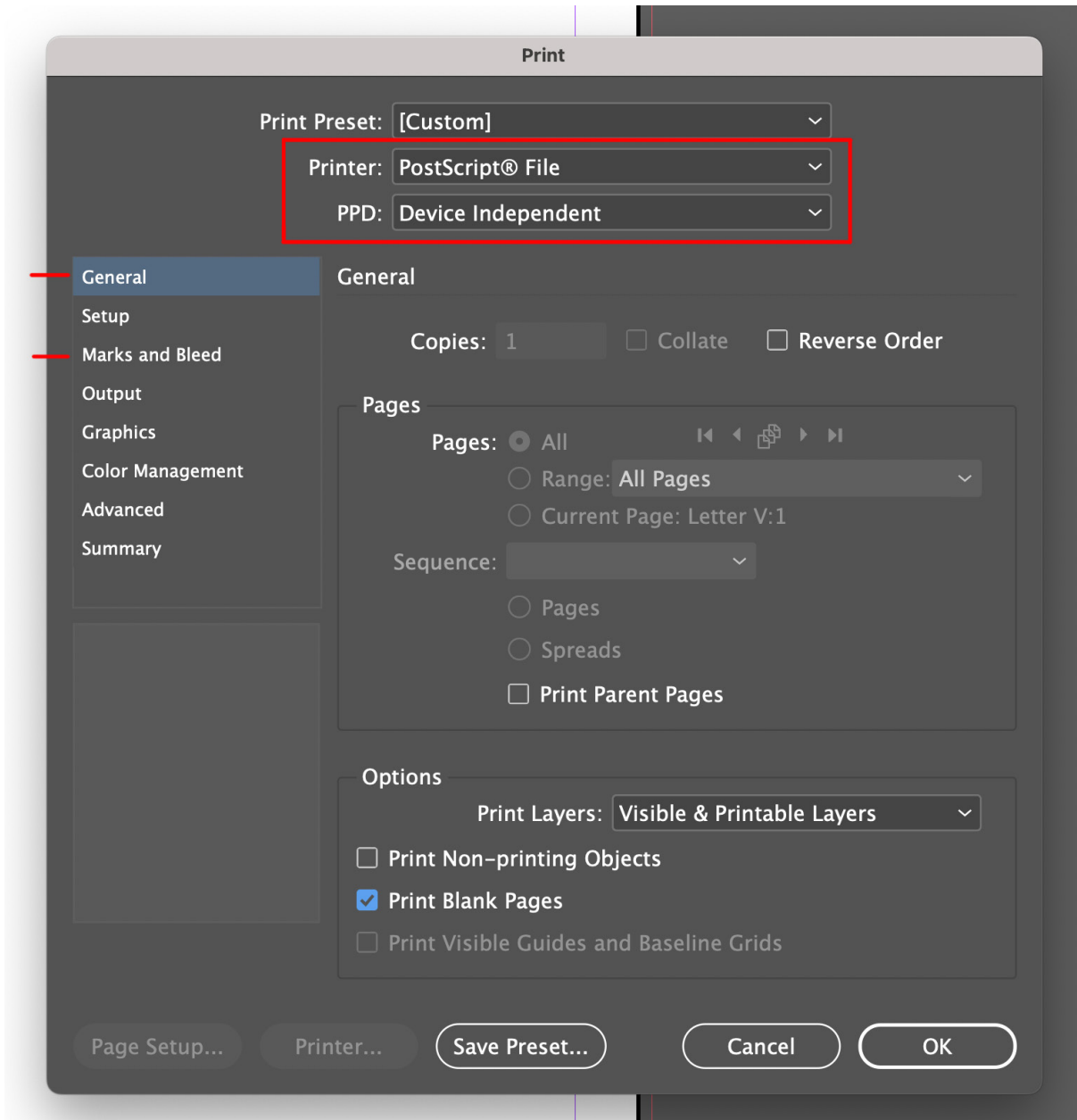
Step 1: Save as a PostScript File

1. In InDesign, choose File > PrintBooklet.
2. Pages: Choose “All”
3. Choose a Booklet Type (“2-upSaddleStitch”)
4. Check “Automatically Adjust to Fit Marks and Bleeds”
5. Check “Print Blank Printer Spreads”



6. Click “Print Settings”

- a. Printer: PostScriptFile
- b. PPD: Device Independent
- c. In the General category under Options, check “Print Blank Pages”.
- d. (Optional) Choose the Marks and Bleeds option category on the left and adjust the settings as needed.
- e. Click **OK**



7. Back in the PrintBooklet dialog box, click **Print**

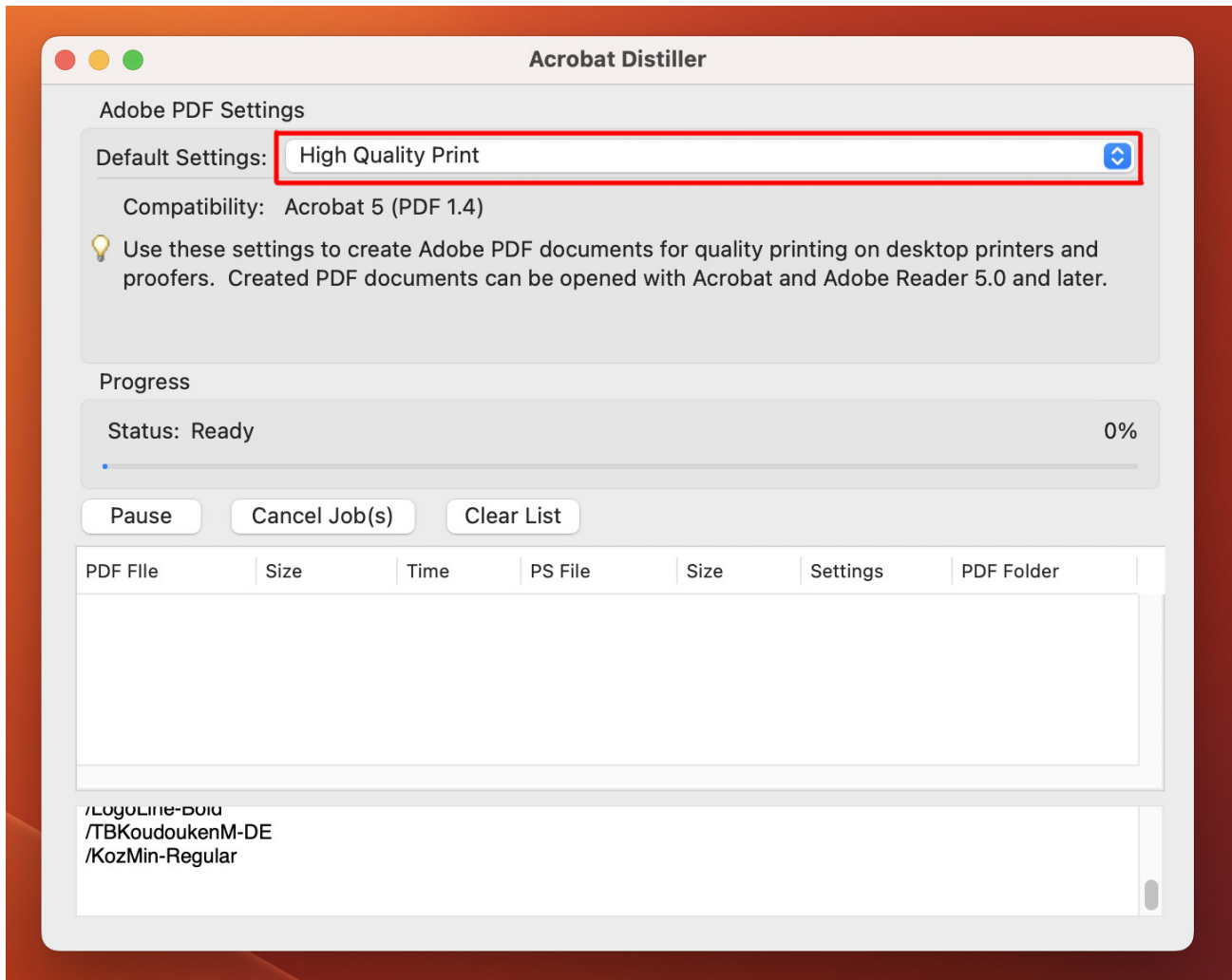
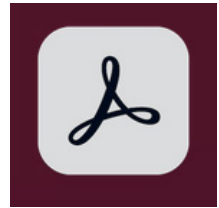
8. Name your files in the following format: Lastname_Firstname.FileExtension

Example: Smith_John.ps

9. Click **Save**

Step 2: Distill PostScript File / Convert to PDF

1. Open Acrobat Distiller.
2. Default Settings: Choose "High Quality Print"

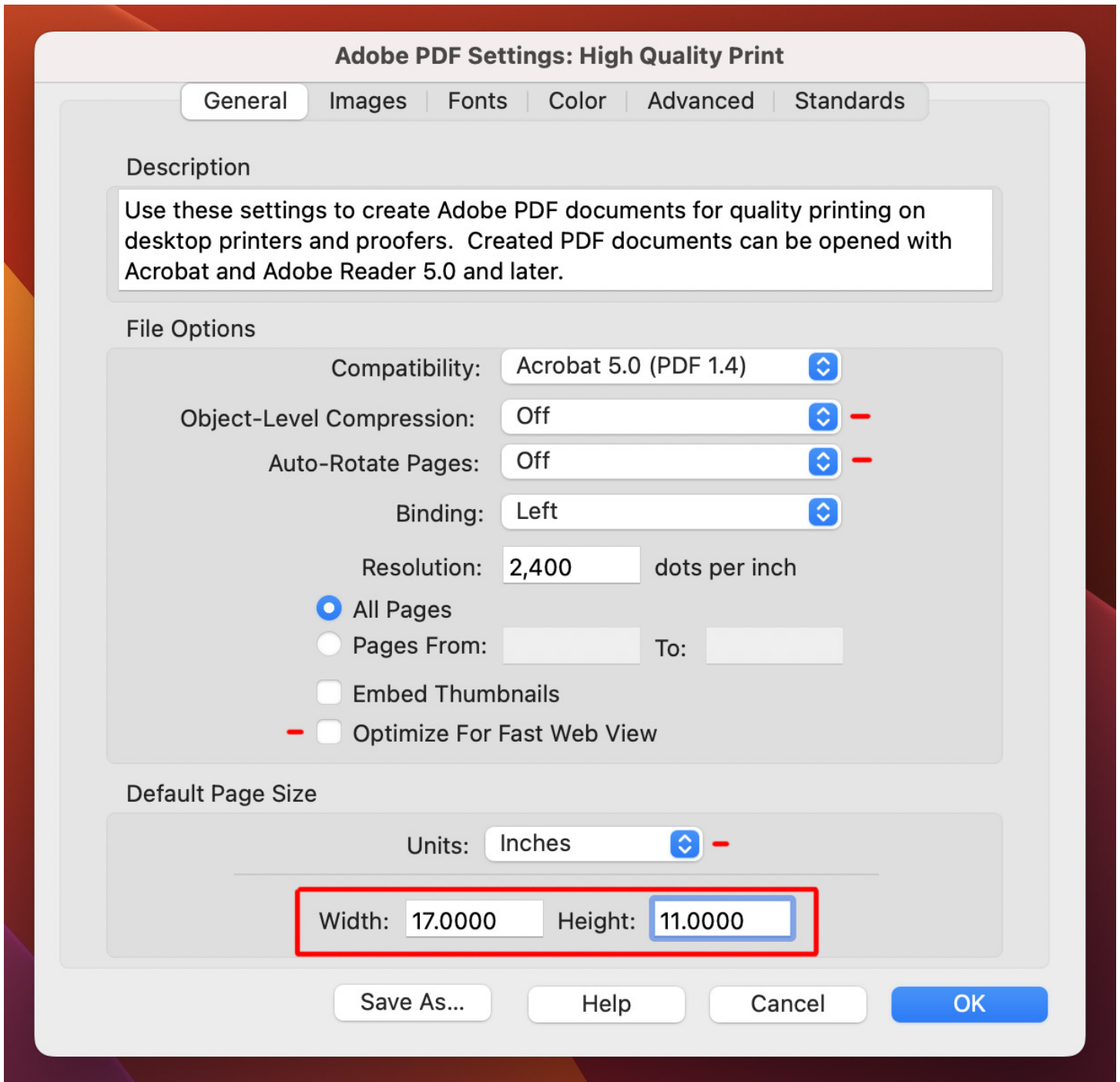


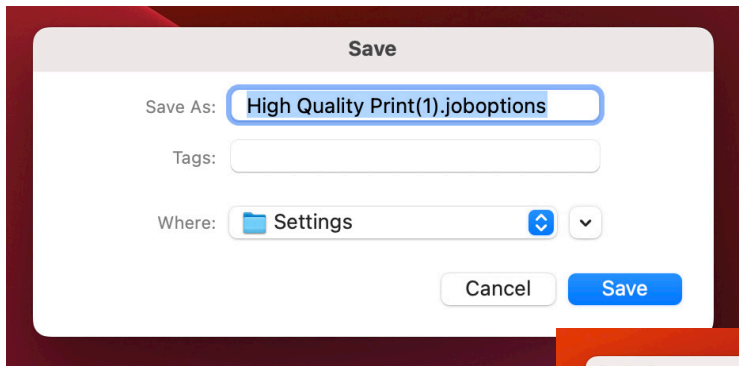
3. From the menu, choose Settings > Edit Adobe PDF Settings



4. Edit Adobe PDF Settings

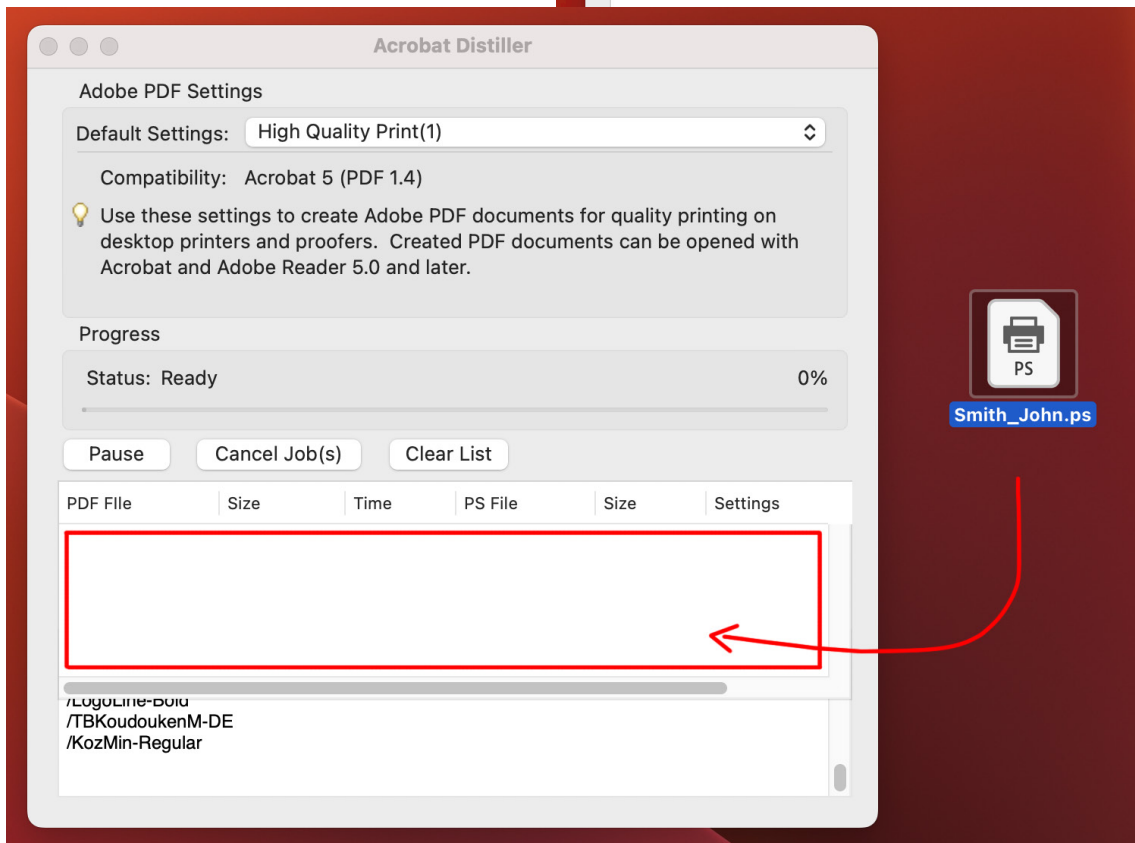
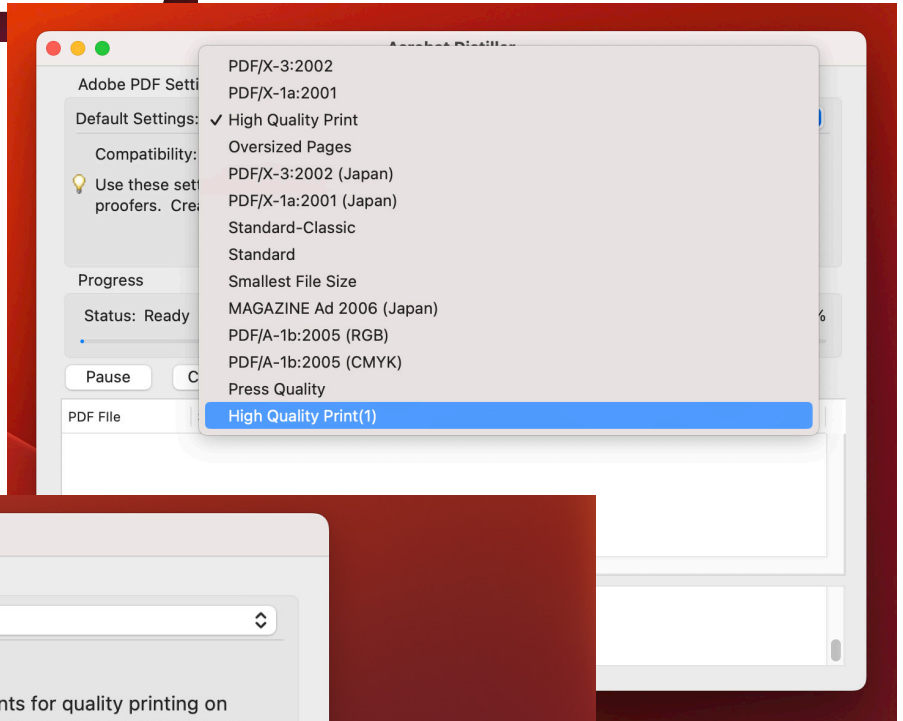
- a. Change your File Options until they match the screenshot provided below
- b. Under Default Page Size, change the Width and Height to the **exact dimensions** of a spread of your document. Make sure your Units are in Inches.
- c. Click **OK**





- c. When prompted to save the settings, leave the destination set to the “Settings” folder.
- d. Name the settings anything you want.

e. After hitting **Save**, change the Default Settings from High Quality Print to the new setting you just saved.



4. Drag your Post Script file into the Distiller. Click **OK** to confirm security.

Wait for the distiller to run your file. A PDF will appear in the same folder your PS file was located in.