

Using Print Booklet to Set Up Spreads

(Applicable if using InDesign CS3 or CS4)

Step 1

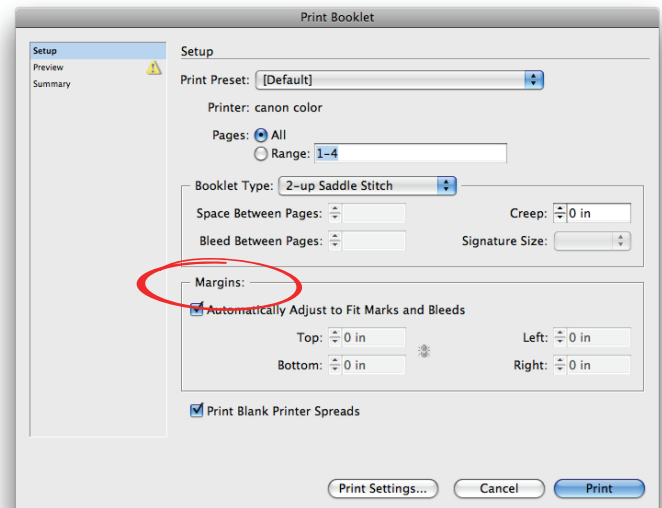
Open the InDesign document you want to create a pdf from. (File > Open)

The way the InDesign file is now, the pages are set up consecutively. It's a great way to organize your information and lay out your book. However, this is not an appropriate form for printing. Using Print Booklet will change your document into a spread format that is excellent for printing. Unlike InBooklet SE, however, we will not be creating a whole new InDesign file, but will instead be creating a PDF in spreads form.

Step 2

Navigating and setting up your file in Print Booklet.

- Open up the **Print Booklet** menu. (File > Print Booklet)
- Reduce all the margins to 0. (The thinking is that you have already set your margins when you created the document, so you don't need to set margins that will ultimately augment your existing margins.)
- Make sure the Bleed is set to 0. (The Bleed must be less than the margins set in this menu.)
- Set the type of document you are trying to create from the **Booklet Type Drop-Down** menu. (**2-Up Saddle Stitch** is for documents that you intend to saddle stitch, and **2-Up Perfect Bound** is for documents that you intend to perfect bind.)



Step 3

Setting up the printer so that the file prints as a PDF.

- Click the **Print Settings** button at the bottom left of the **Print Booklet** window.
- In the new window, click the **Printer** drop-down menu near the top and select **Adobe PDF 9.0** (or 7.0, or whatever version of **Adobe Acrobat** you have installed).
- From this menu you can also access the **Page Setup** menu.
- From the left, select **Marks and Bleeds** and make sure that all the check boxes for all the **Printers Marks** are turned off.
- When you are finished, click the **OK** button to return to the **Print Booklet** window.
- On the left, select the **Preview** tab and make sure that all your pages appear, and will fit on the paper. Again, remember that when using spread, pages that appear next to each other numerically may not appear next to each other in spreads. This is normal.
- Click the **Print** button. This will not print the file, but will instead create a new **PDF file** laid out in spreads. The file will either be saved to the **Desktop** or the **Documents** folder by default.

