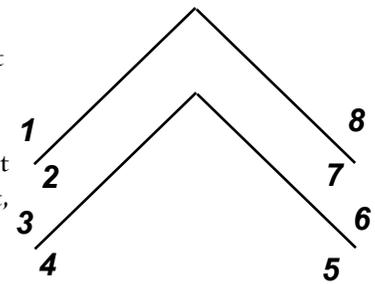


Creating Booklets with InBooklet

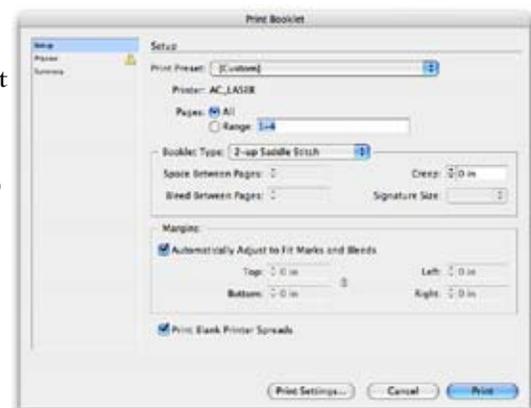
The InBooklet SE plug-in creates printer spreads for printing booklets. A printer spread refers to two or more pages that fall next to each other on a sheet of paper. For example, if you're editing an 8-page booklet, the pages appear in sequential order in the layout window. However, in printer spreads, page 2 can be positioned next to page 7, so that when the two pages are printed on the same sheet, folded, and collated, the pages end up in the appropriate order.



Note: The process of creating printer spreads from layout spreads is called imposition. It is generally easier to work in Layout Spread where the pages are ordered sequentially. Converting your project to a printer spread using InBooklet should be done just before you're ready to print.

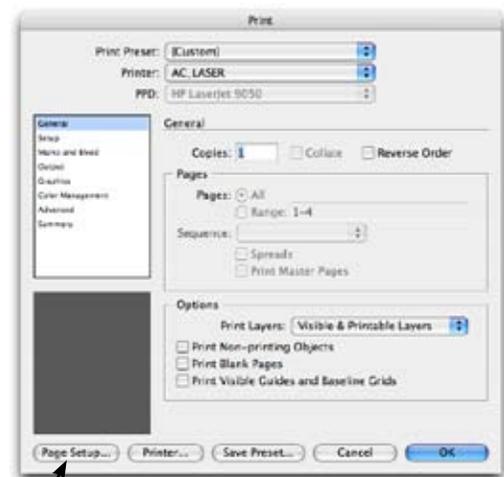
Create a printer spread from your completed InDesign layout spread:

1. Complete the layout of your project. Tip: Remember when you're creating a booklet Indesign will double the width of the document to fit two facing pages. If you're final booklet prints to letter size (8.5" x 11") you should set up your original layout spread for each page to be letter-half (5.5" x 8.5").
2. Choose **File > Print Booklet**
3. To convert the entire spread choose All, otherwise you can specify a range
4. Choose a binding style. 2-up Saddle Stich works great for a 1/2 page folded and stapled
5. Margins and Bleed: Choose Automatically Adjust...
6. Click the Printer Settings



Page Setup to print

1. From the Print window choose Page Setup
2. Choose AC_LASer from the Format For drop down box. This SHOULD NOT say Any Printer



3. Set the page orientation to landscape
4. Click OK to apply those changes



Set up duplexing properly

1. From the larger print window select the **Printer** button at the bottom of the window
2. Choose **AC_LASER on ozette** from the smaller Print window
3. Click expansion triangle to display more options
4. Select **Layout** from the drop-down menu
5. Choose **Short Edge Binding**
6. Click the **Print** to apply the changes
7. From the larger Print window hit **OK** to send your job to the printer

