

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.
- You need to note down the **exact size** of a full spread of your document. The width is double the width of one page, and height is the same as one page. Example: if one page is 8.5" x 11", then the spread is 17" x 11". If your booklet will have crop marks, your spread will be larger. (*Instructions for determining this larger size are in the appendix at the end of this guide.*)

Step 1: Save as a PostScript File

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

	Print Booklet					
Setup	Setup					
Preview						
Summary	Print Preset: [Custom]					
	Printer: PostScript® File					
	Pages: 💽 All					
	Range: 1-8					
	Booklet Type: 2-up Saddle Stitch					
	Space Between Pages: 🐥 Creep: 🐳 0 in					
	Bleed Between Pages: 🐥 Signature Size:					
	Margins:					
	Automatically Adjust to Fit Marks and Bleeds					
	Top:					
	Bottom: $\stackrel{\bullet}{=} 0$ in Right: $\stackrel{\bullet}{=} 0$ in					
	Print Blank Printer Spreads					
	Print Settings) Cancel Print					

- 6. Click "Print Settings".
 - a. Printer: PostScript File
 - 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.

Print	
Print Preset: [Custom] Printer: PostScript® File PPD: Device Independent	
General General	
Setup Marks and Bleed Output Graphics Color Management Advanced Summary Sequence: Spreads Print Master Pages	
Options Print Layers: Visible & Printable Layers Print Non-printing Objects Print Blank Pages Print Visible Guides and Baseline Grids Page Setup Printer Save Preset Cancel OK	

- 7. Back in the Print Booklet dialog box, click Print.
- 8. Name your files in the following format: Lastname_Firstinitial.FileExtension Example: Smith_J.ps
- 9. Click Save.

Step 2: Distill PostScript File / Convert to PDF

- 1. Open Acrobat Distiller.
- 2. Default Settings: Choose "SoA Print InDesign" if available. Otherwise choose "High Quality Print". (SoA Print PDF presets can be downloaded from our website)

000		Acro	obat Distiller	r		
Adobe PDF Sett	ings					
Default Settings	Default Settings: SoA Print - InDesign				\$	
Compatibility	Compatibility: Acrobat 5 (PDF 1.4)					
$\displaystyle \bigcirc$ Use this PDF preset to create PDFs from InDesign documents for printing at SoA Print.					at SoA Print.	
Progress						
Status: Ready				0%		
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Error in /Library/Ap /CheckCompliance	plication Support/Adob out of range	e/Adobe PDF/Set	tings/PDFX4 2	008.joboptions:		

- 3. From the menu, choose Settings > Edit Adobe PDF Settings.
 - a. Under Default Page Size, change the Width and Height to the exact dimensions of a spread of your document.
 - b. Click OK.

Adobe PDF Sett	ings: SoA Pi	rint – InDesig	n
General Images Font	s Color	Advanced	Standards
Description			
Use this PDF preset to create PDF SoA Print.	s from InDe	sign docume	nts for printing at
File Options			
Compatibility:	Acrobat 5.	0 (PDF 1.4)	\$
Object-Level Compression:	Off		\$
Auto-Rotate Pages:	Off		•
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Resolution:	2400	dots per inc	ch
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Optimize For	Fast Web Vi	ew	
Default Page Size			
Units:	Inches	÷	
Width: 17.000) Height	: 11.0000]
Save As	Help		ncel OK

4. Drag your PostScript file onto the Acrobat Distiller window, and Acrobat Distiller will convert your PostScript file to a PDF.

Step 3: Check Your PDF in Acrobat Pro

Open your PDF in Acrobat Pro to verify that it looks correct. Your spreads should not be cut off / clipped, and they should not be surrounded by any white space. If you have either of these problems, then the dimensions you entered for the Default Page Size in Acrobat Distiller were incorrect. Return to Distiller and make sure that the Default Page Size matches the size of your spread. (*For instructions on sizing with crop marks, see the appendix.*)

APPENDIX: Determining Spread Size With Crop Marks

- 1. Open your InDesign file.
- 2. Choose File > Export.
- 3. For "Format" (Mac OS) or "Save As Type" (Windows), choose "Adobe PDF (Print)" (version CS5 and newer) or "Adobe PDF" (version CS4 and older), and then click Save.
- 4. In the Adobe PDF Preset menu, choose "SoA Print InDesign". Note: If "SoA Print InDesign" is not installed, choose "High Quality Print".
- 5. In the General option category, type "2-3" for the Range and check Spreads.
- 6. Choose the Marks and Bleeds option category on the left and choose the exact same settings as you did when you saved your PostScript file.
- 7. Click Export.

	Export Adobe PDF					
	Adobe PDF Preset: SoA Print – InDesign (modified)					
	Standard: 🚺	one Compatibility: Acrobat 5 (PDF 1.4)				
-	General	General				
-	Compression Marks and Bleeds Output Advanced Security	Description: [Based on 'SoA Print – InDesign'] Use this PDF preset to create PDFs from InDesign documents for printing at SoA Print.				
	Summary	Pages ○ All ● Range: 2-3 ▼ Spreads				
		Options Embed Page Thumbnails View PDF after Exporting Optimize for Fast Web View Create Acrobat Layers Create Tagged PDF Export Layers: Visible & Printable Layers				
		Include Bookmarks Non-Printing Objects Hyperlinks Visible Guides and Grids Interactive Elements: Do Not Include				
	Save Preset	Cancel Export				

8. Open this PDF you just exported in Acrobat Pro and check its size (*see the File Preparation Guide for instructions on checking PDF size*). That is the size that you must enter for the Default Page Size in Acrobat Distiller.