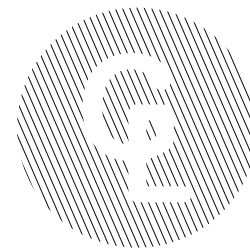


BOOKLET PRINTING AT THE GRAPHICS LAB



There are multitudes of ways you can print booklets at the Graphics Lab but we recommend using Adobe InDesign to print because it has the most options in terms of booklet printing

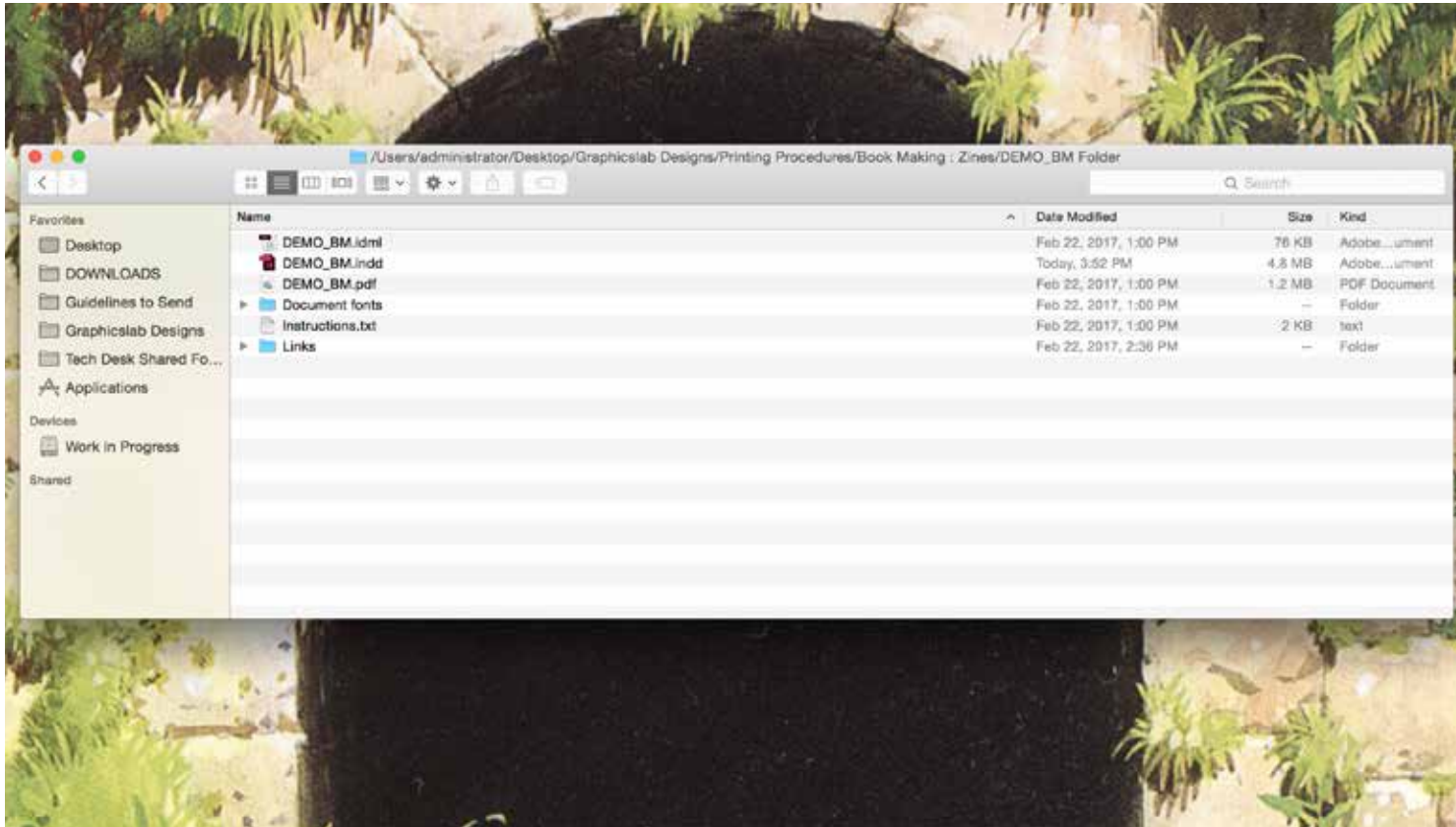
But First

Follow the Booklet Setup guide online at <http://resources.parsons.edu/labs/graphics-lab/> or pick up a Booklet Setup pamphlet at the Graphics Lab tech desk

Open Weekdays
10AM to 8PM
Open Weekends
12PM to 7PM

Contacts :
(212) 229-8908 x4383
graphicslab@newschool.edu

Opening Your Packaged InDesign File



Before you print make sure:

You have text weight paper (25–32 lb).

Your booklet is packaged in InDesign.

If you are saddle stitching your book, make sure the page number is a multiple of 4.

If you are perfect binding your book, make sure the page number is a multiple of 2.

If you are printing your cover separately, have a separate file for the cover. You can not print on coverstock (65–130lb) paper on the laserjet printers.

The printers will not print full bleed. Make sure your page size is set smaller than the paper size and that you are printing by at least 0.25 inches on all sides.

Uncompress your package and open your .indd or .idml file on Adobe InDesign

.indd – is for the latest version or the version your Adobe CC is on when you saved the file

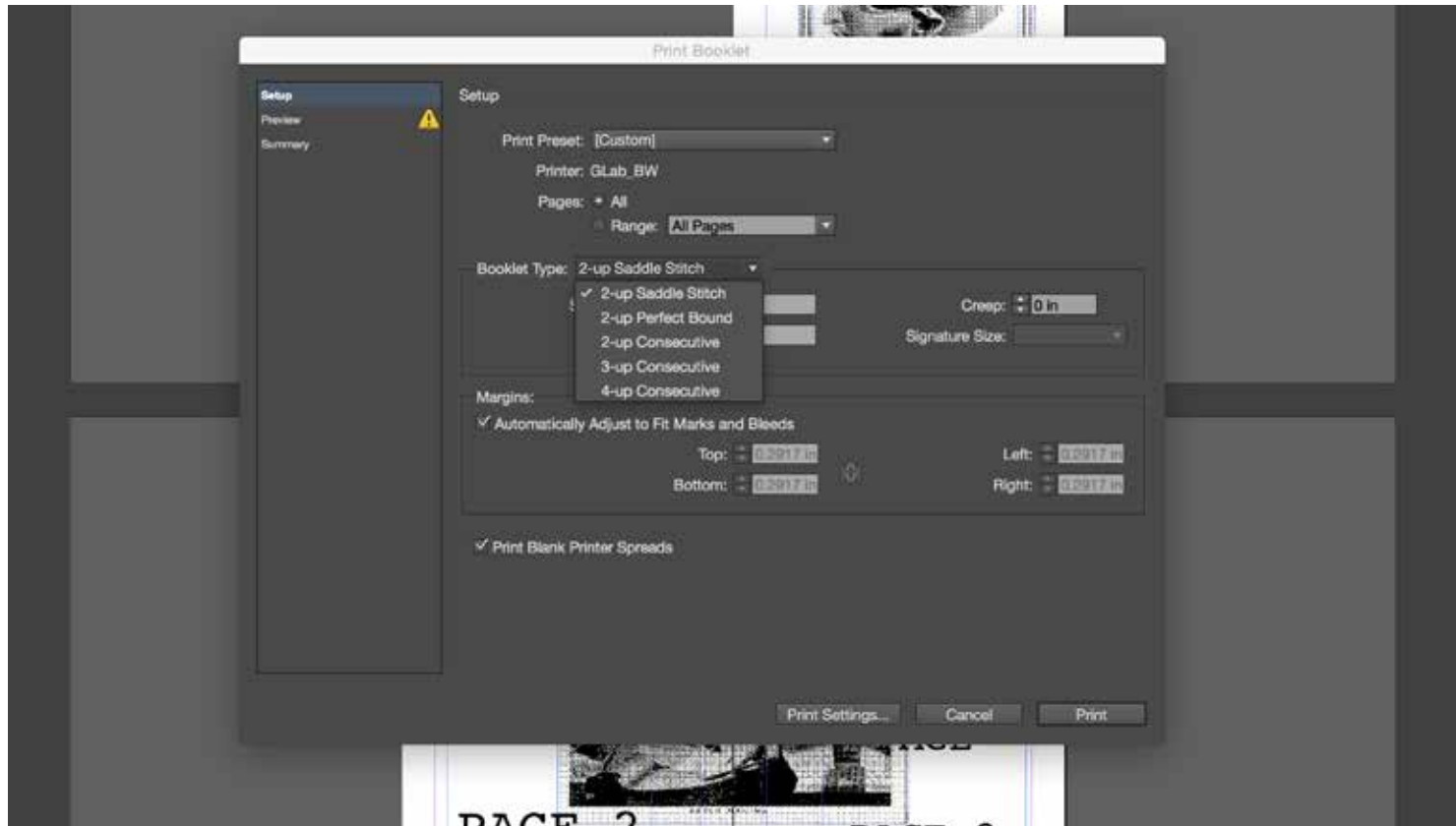
.idml – is for older versions of InDesign

.pdf – page by page version of your booklet

Document fonts folder – any fonts used in your file that are not default fonts in the Adobe Suite

Links – any image assets used in your booklet

Open Booklet Printing



Saddle Stitch is a multi-page booklet that are 8 pages or larger and binds the sheet together in the middle of the spread using staples or string. For the saddle stitch method to work, the pages of your booklet need to be multiples of 4.

In a Perfect Bound booklet the sheets of the book are gathered together and glued at the spine. The glue is then applied along the binding edge and the cover of the booklet is placed over and around it. A book can be perfect bound as long as it is 28 pages or larger.

Signatures are printed sheets folded at least once, possibly many times, to become part of a book, magazine or other publication.

Go to File > Print Booklet

First thing to do is choose the right booklet type:

2-up Saddle Stitch – Saddle stitching for booklets under 68 pages (depending on paper weight)

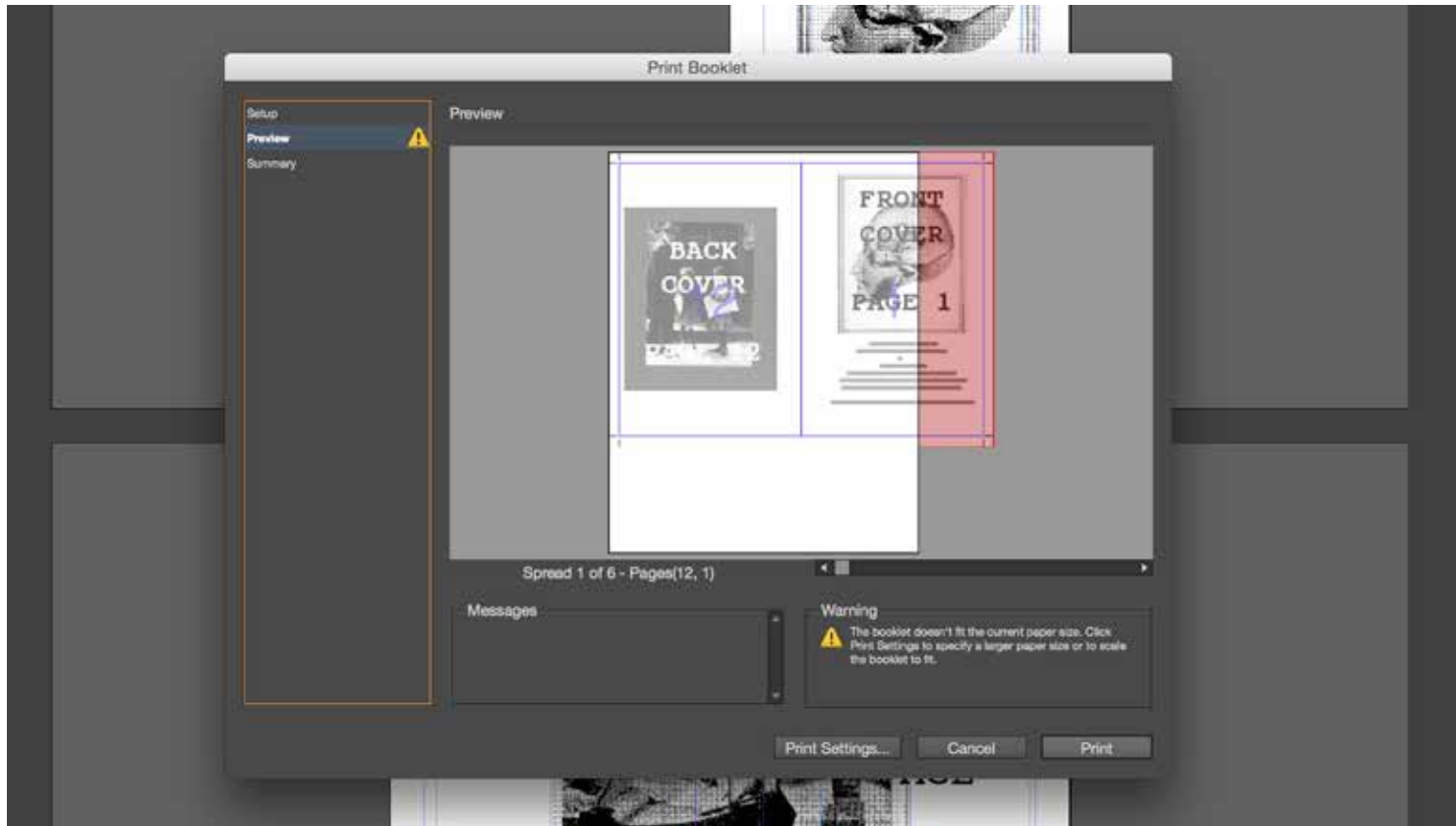
2-up Perfect Bound – Perfect binding for booklets over 28 pages

2-up Consecutive – 2 Perfect bound signatures of saddle stitched booklets for booklets over 68 pages

3-up Consecutive – 3 signatures

4-up Consecutive – 4 signatures

Preview

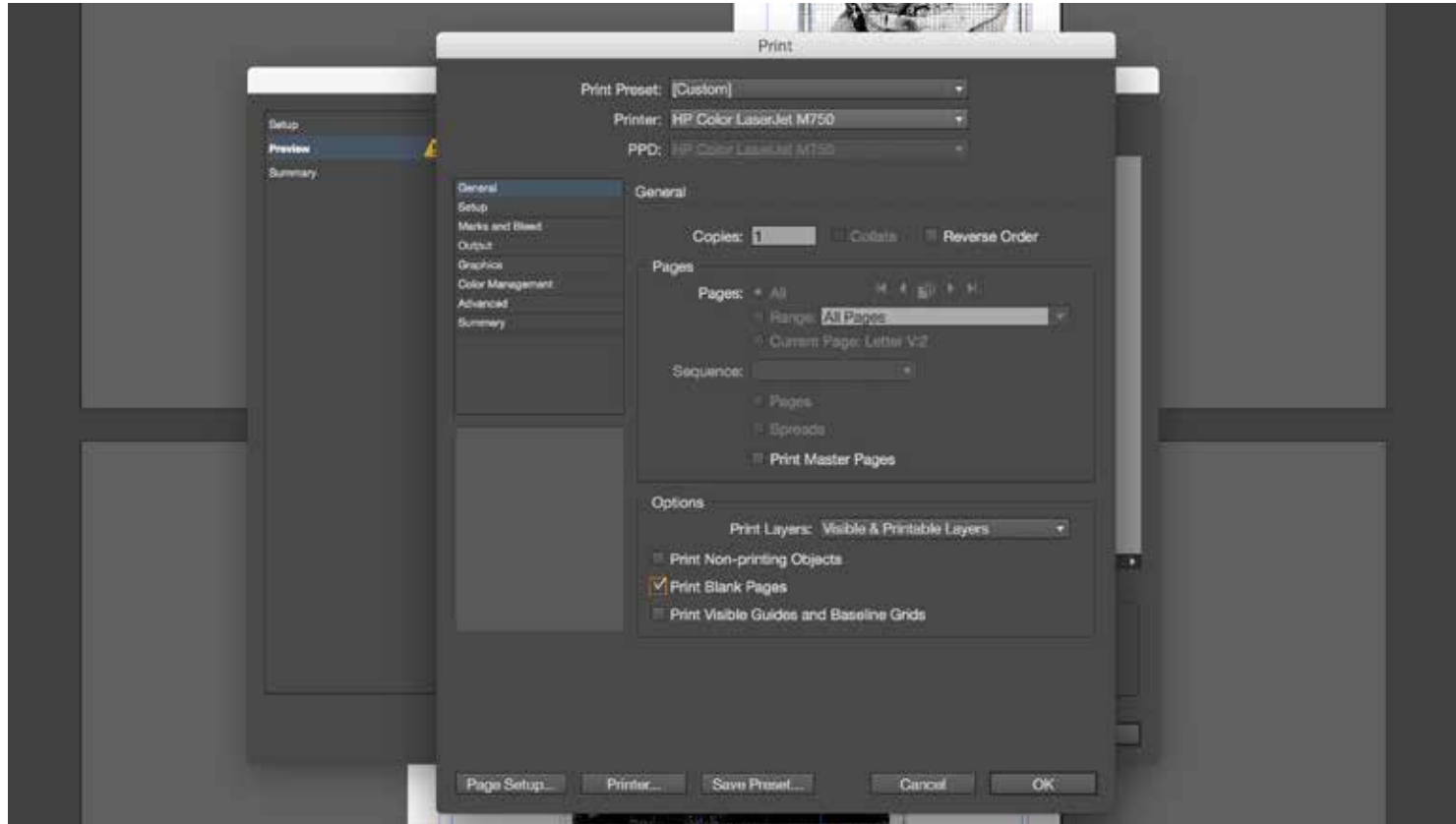


The preview will show you the orientation of your print on the paper, page order (printer's spreads), as well as the bleed setting for the printer.

Click on the Preview tab

Initially your preview of your booklet will have an exclamation mark on it
This means there could be more than one issue with your setup or file
Ignore this for now until your print setup is complete

Print Settings : General



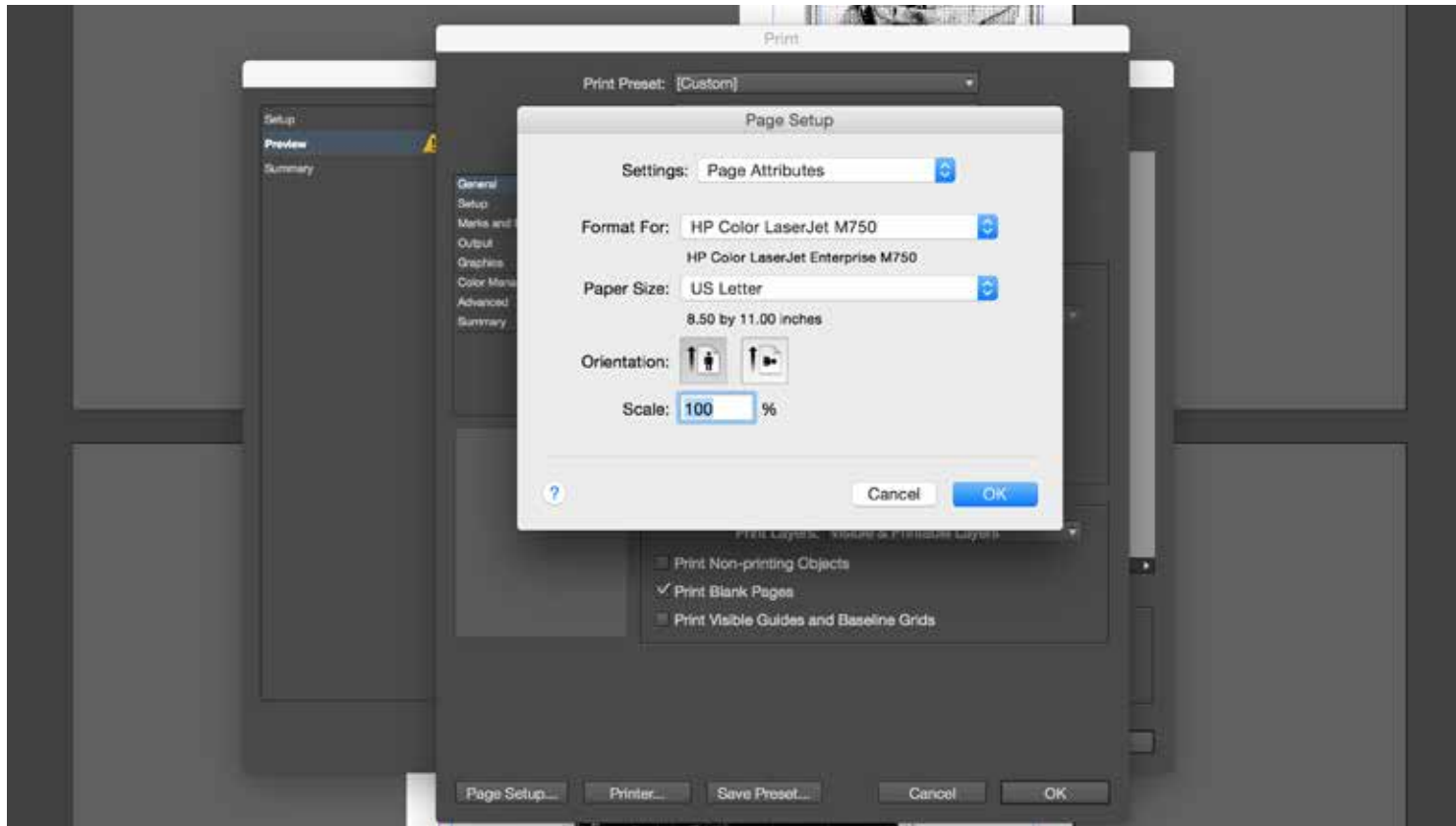
Sending more than one copy may drastically slow down the printing process, especially with the CP5525 models

If you are omitting pages, make sure they stay as multiples of 2 or 4 depending on you binding type.
(i.e: to omit the cover, get rid of the first two and last two pages of your booklet)

Click on Print Settings

1. Choose the printer. You will be using the HP Color Laserjet M750 or CP5525dn
2. Do not send more than 3 copies of your booklet at a time
3. Check Print Blank Pages regardless of having any or not

Print Settings : Page Setup



Postcard
– 3.93 by 5.83 in (Minimum)

Statement
– 5.5 by 8.5 in

US Letter
– 8.5 by 11 in

US Legal
– 8.5 by 14 in

Tabloid
– 11 by 17 in

Tabloid Oversize
– 12 by 18 in (Maximum)

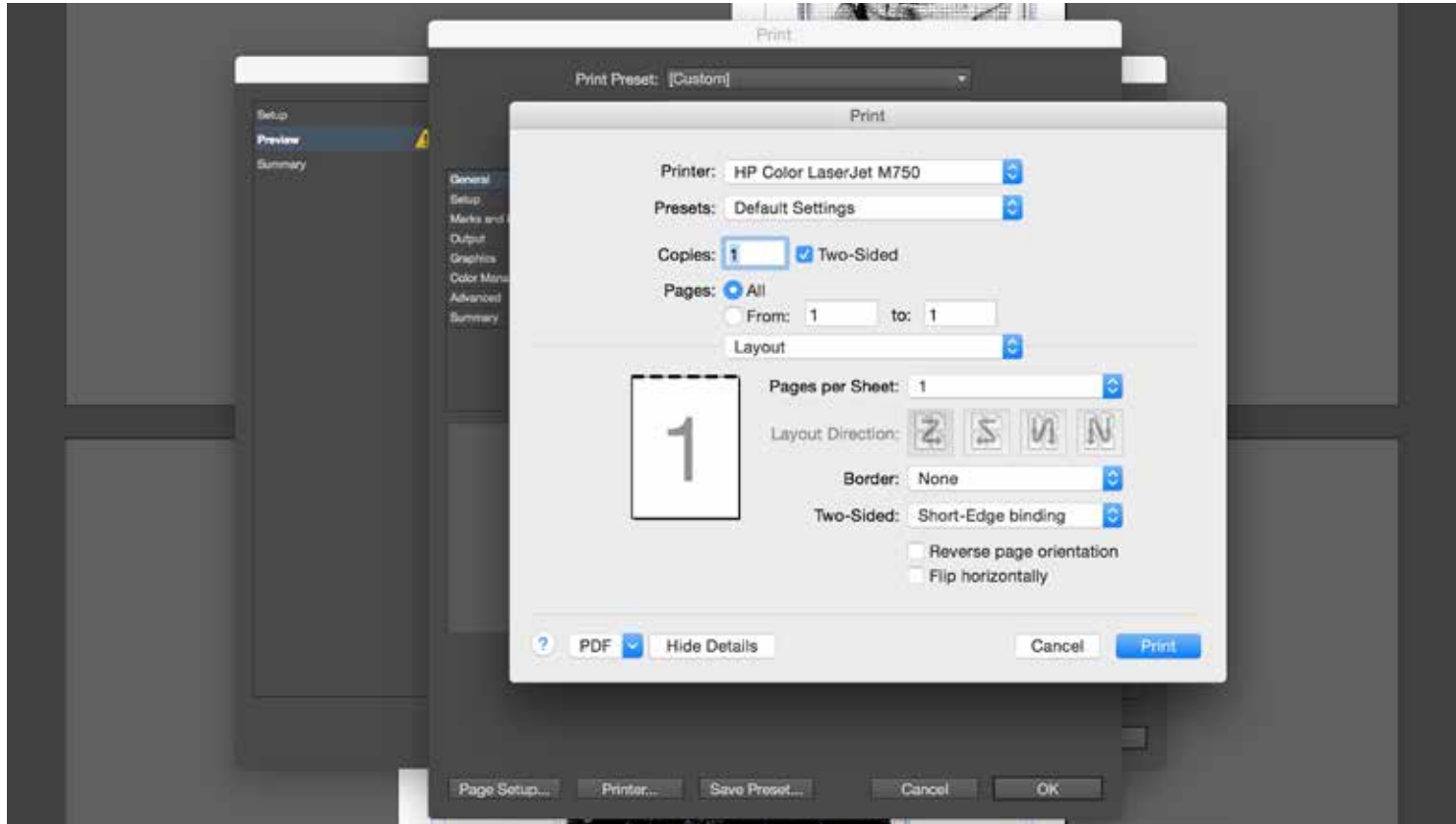
Open Page Setup at the bottom left

Choose the same printer if it already is not selected

Choose a standard paper size you will be printing on

If it is a custom size, go to Manage Custom Sizes at the bottom
Set your paper size with the short end of your paper as the width
Changing the margins will not change the margins of the printer

Print Settings : Printer



If Two-sided is not selected the printer will print each page on only one side of your paper .

Long Edge / Short Edge Binding refers to the orientation which the paper is flipped when printed on both sides of the sheet.

Long Edge : flips along the longer side of the paper and usually meant for Perfect bound books

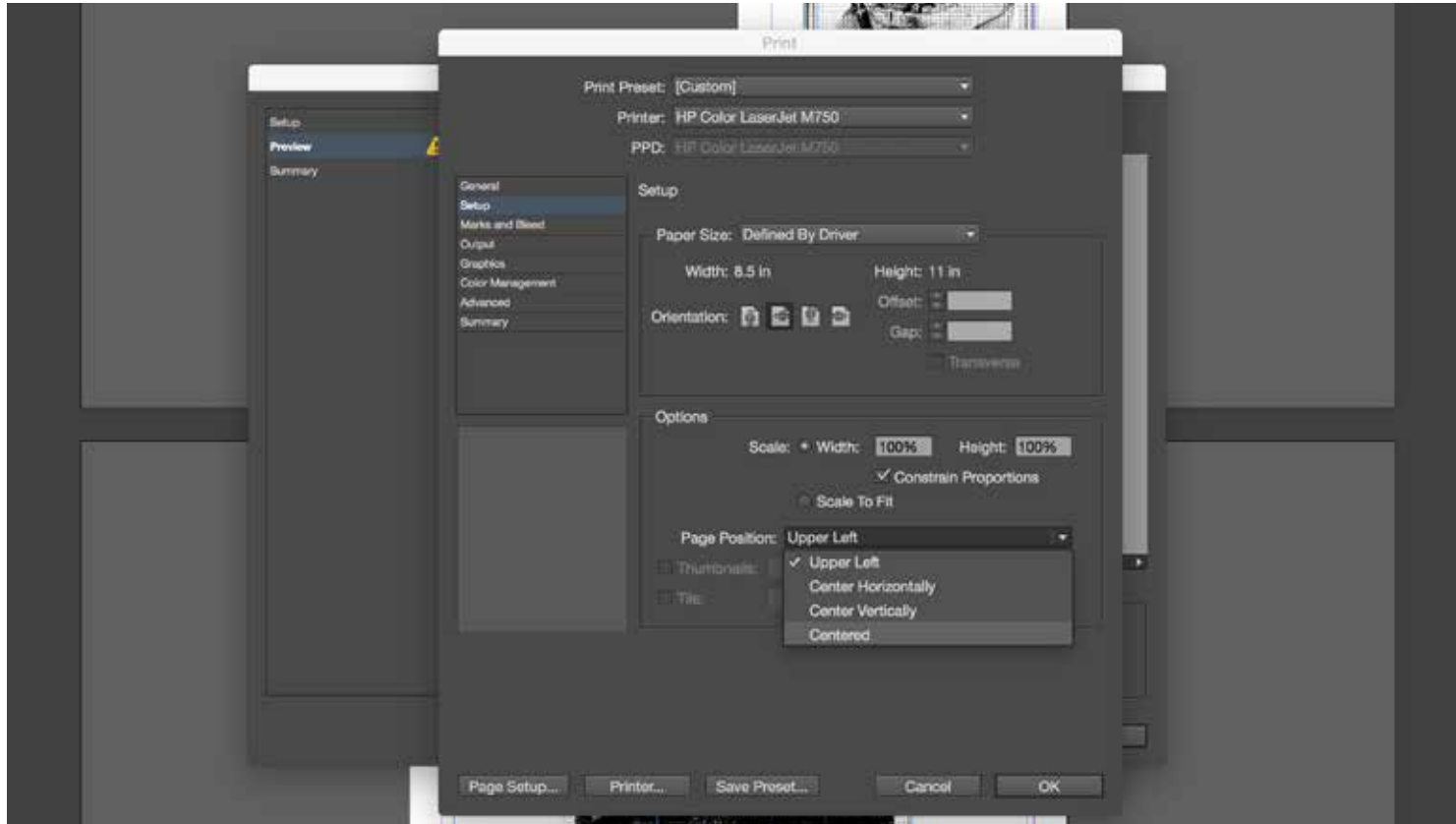
Short Edge : flips on shorter side and usually meant for saddle stitched books

Go back and click the Printer tab next to Page Setup

Check Two-sided

Change Two-Sided in layout to Short-Edge binding for Saddle stitch and Long Edge binding for Perfect Bound

Print Settings : Setup



Since you are feeding your paper in landscape, the orientation must be flipped in the settings as well. If it isn't, your print will not come out properly and an error will show in preview as well.

Scaling should never be touched with, this may cause your layout to shift or worse, your images to pixilate since you may be stretching pixels.

Go back and click the Setup tab

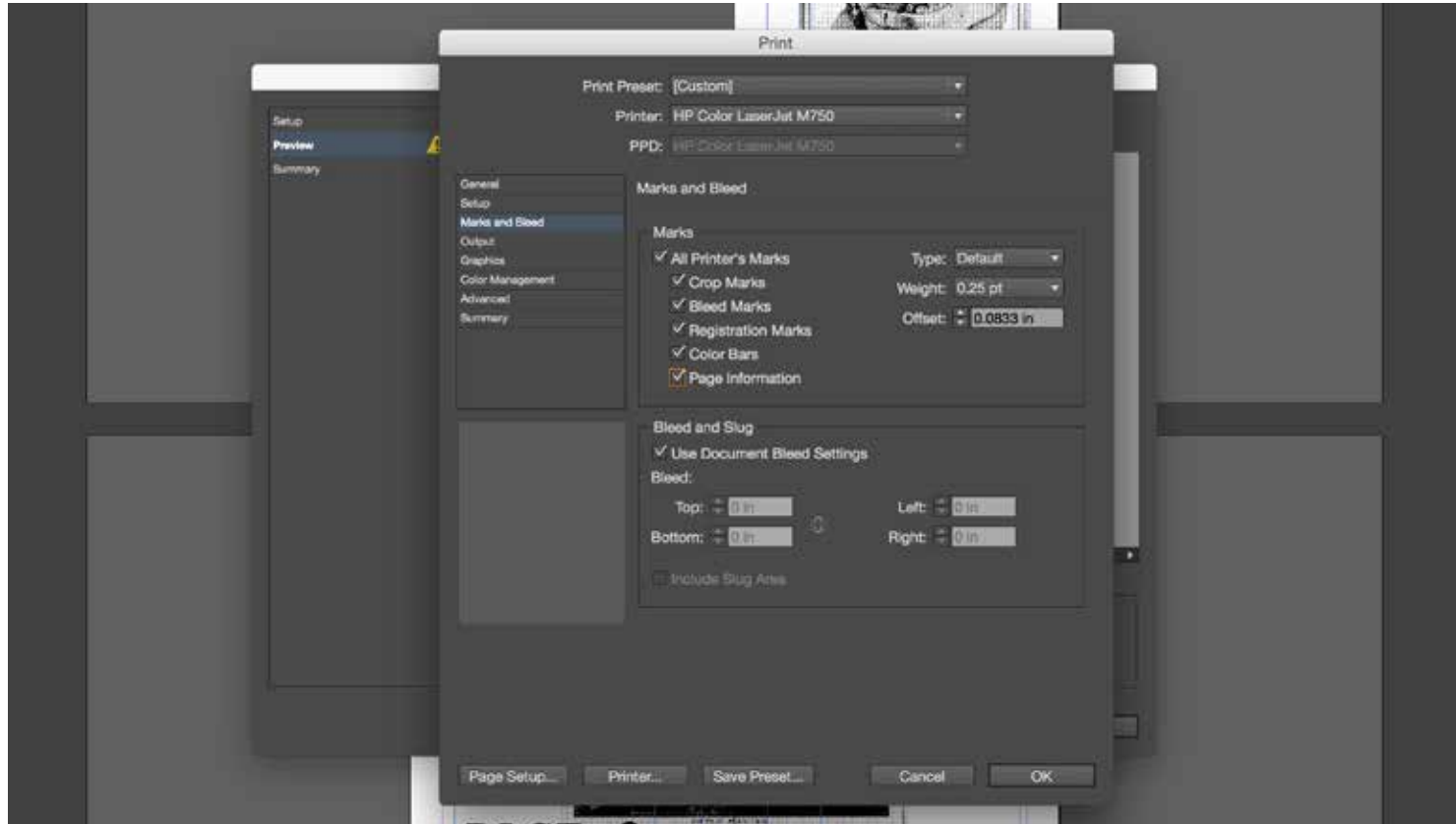
Flip your orientation to landscape

Keep scaling at 100%

Do not scale to fit when you are not sure what dimensions your booklet is (in which case refer back to booklet setup)

Change your page position to Centered

Print Settings : Marks and Bleed



Professional books are printed with all marks in place for both the designer and printer to see.

All the marks will be printed around and outside the edge of the document area (bleed).

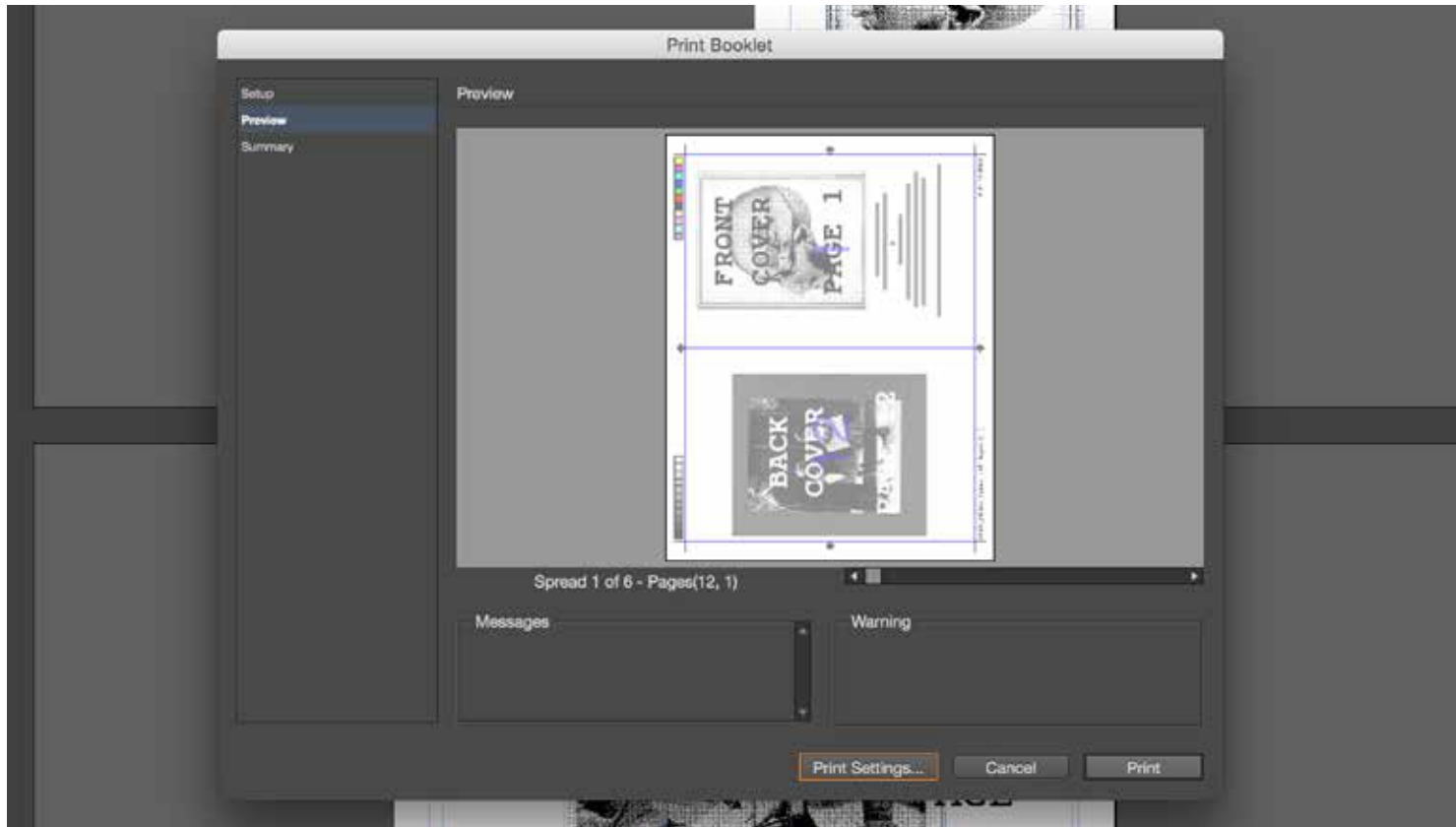
Crop Marks / Bleed Marks – the little lines that sit around the edge of the document showing where the area of bleed ends and the proper document area begins. They print alongside the bleed to show you where the paper needs trimming

Registration Marks – These marks allow the printer to accurately align separate pages for multiple color print jobs and better align cuts when trimming

Color Bars – used for quality control purposes by the printer. Squares of color which you can use to check color density and if consistency is maintained

Page Information – Includes File name / Spread count / Page count / Date and time the file was printed

Check Preview Before Printing



Most common errors :

InDesign has added 1 or more blank pages meaning your booklet is not multiples of 4 or that you did not click the print blank pages box in print setting.

The booklet does not fit the current page size, meaning you have set your page size to the size of paper you are printing. In actuality it should have been half or less the paper size in case of saddle stitch binding, or you have set your page size exactly to half the paper size and some portions are touching the edge of the paper. You can print as is but have some of your assets cut off or adjust your page size smaller than the paper size by at least 0.25 inches on all sides.

Go back to Preview and make sure your don't have any errors left

Check your page order

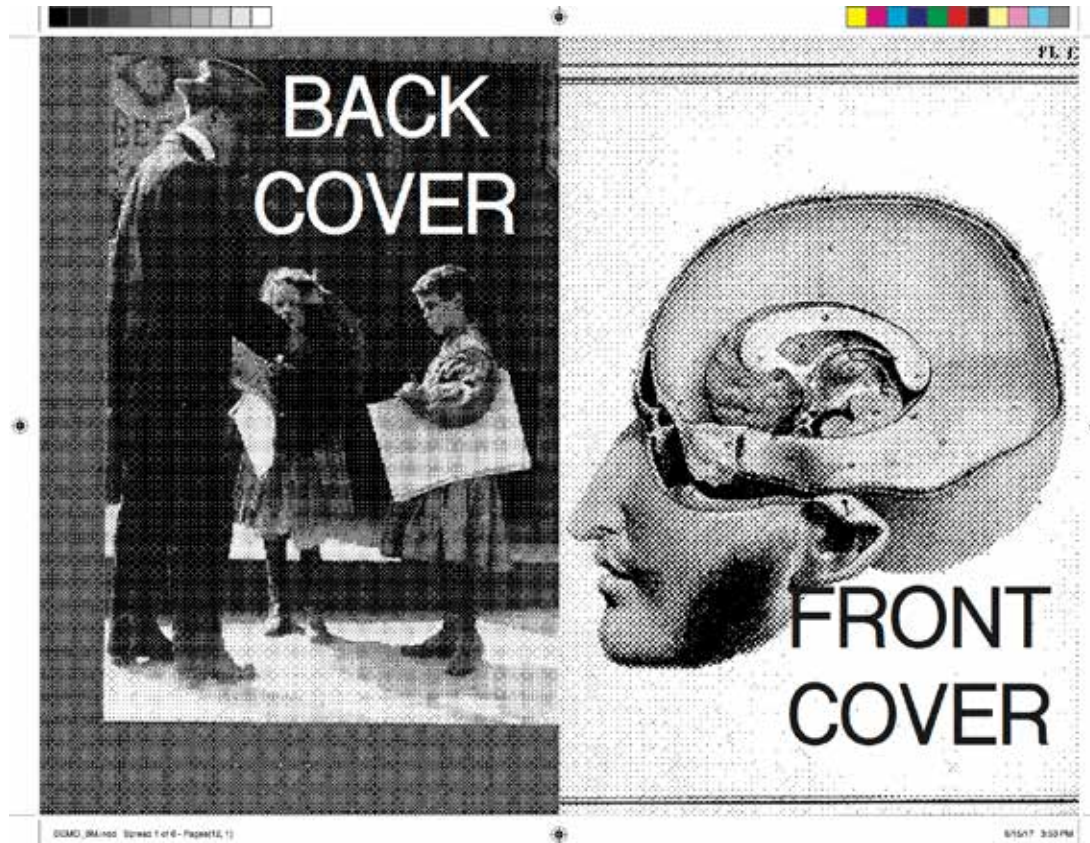
Best way to check if the page order is correct :

Saddle Stitched – check your last page that will be printed this should be the center spread of your booklet

Perfect Bound – all pages should be in consecutive order (1,2,3,4...)

Press Print

Check Your Proof



The primary goal of 'proofing' is to serve as a tool for verification that the entire job is accurate. Prepress proofing (also known as off-press proofing) is a cost-effective way of providing a visual copy without the expense of creating a press proof. If errors are found during the printing process on press, correcting them can prove very costly to one or both parties involved.

The first print of your booklet should always be proof printed on text stock paper

Check the registration marks to see if the printer aligned your spreads properly. If not ask a technician for help

If the images seem pixelated make sure your links are not broken on your InDesign file

Any other typos and fixes should be made. (If possible have as many people you trust check it)

Once the body of the final version of your booklet is printed go to a inkjet printer to print on cover stock paper, if desired

**CONGRATULATIONS
YOU HAVE PRINTED
YOUR BOOKLET!**

The Graphics Lab provides essential book binding materials and equipment
So ask a technician on duty for supplies to checkout, or any questions about book binding