

HOW TO: PRINT BOOKLETS FROM INDESIGN



PRINTING

OPEN FILE IN INDESIGN

- Make sure all text is converted to outlines.
- File > Print Booklet

PRINT SETTINGS

Setup

- Paper Size > Tabloid
- Orientation > Landscape
- Page Position > Centered

Marks and Bleeds

- Crop Marks

Printer

- Show Details
- Be sure you have the correct printer selected
- Two-Sided: Short-Edge Binding
- Click Print > OK > Print

TROUBLESHOOTING

BEFORE PRINTING

- Before sending to printer, check Preview
- Spread 1 should be your front and back cover

If it doesn't look correct in Preview...

- Make sure the number of pages is divisible by 4
- Make sure your front cover is the first page
- Make sure your back cover is the last page



Schedule appointments using
the calendar on our website.

The hours vary between 8a-8p
depending on staff availability.

Contact Us:

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<https://art.okstate.edu/facilities-resources/visual-resource-center>