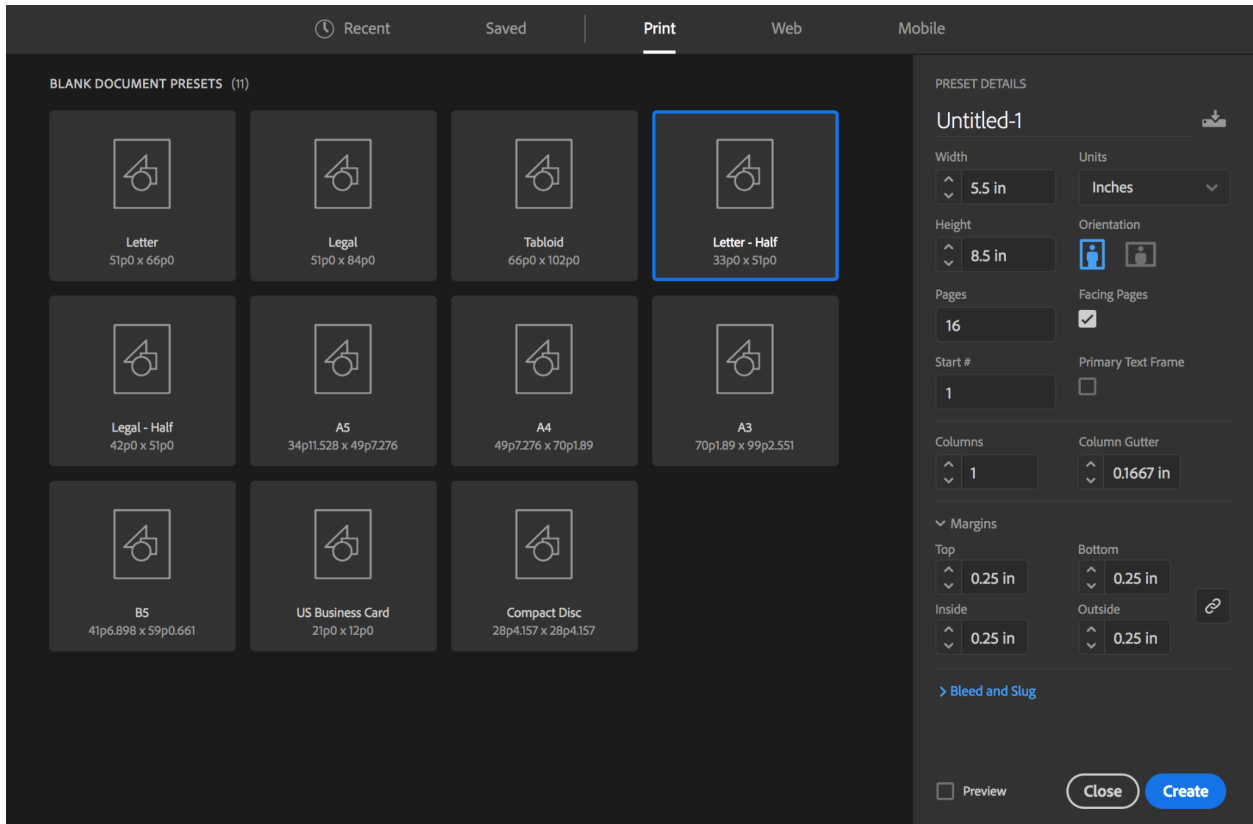


## HOW TO CREATE A BOOKLET IN INDESIGN

1. Create a document that is half a letter-sized piece of paper. Design in “reader’s spread” order which is the way a booklet is traditionally read (page 1, page 2, page 3, etc). There should be an even number of pages and an odd number of spreads. Suggested 16. If you wish to add more you must add in increments of 4. Your paper size should read 5.5 x 8.5 with a minimum 1/4” (.25) margin -- or more.



CHECK THE DEPARTMENT HOURS

BOOK one of 3 stations in 817 for printing ( (817 stations A, B and C), using the below link

<https://dpi-cage.hosting.nyu.edu/easyappointments/>

**NYU Tisch Photography & Imaging**

1 2 3 4

## Select Service & Location/Equipment

**Select Service**

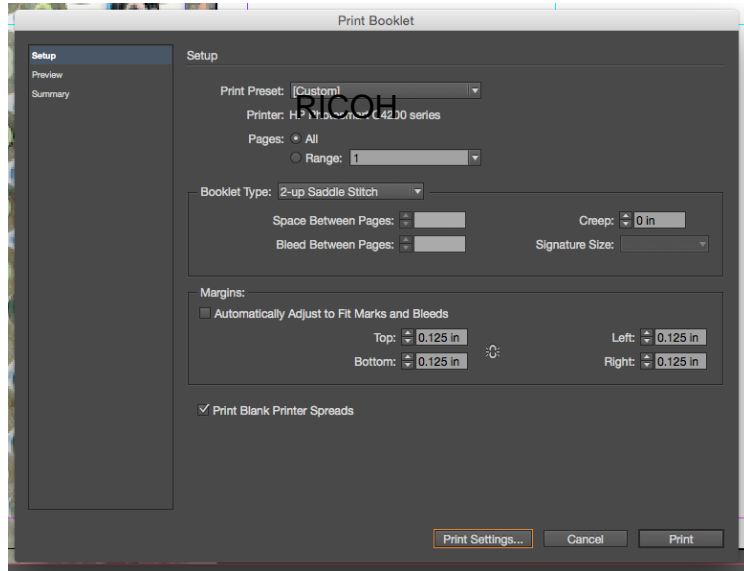
Computer Usage (2 Hours) ▾

**Select Location/Equipment**

- ✓ Station A Digilab 803
- Station B Digilab 803
- Station C Digilab 803
- Station D Digilab 803
- Station E Digilab 803
- Station F Digilab 803
- Station 1 Digilab 827
- Station 2 Digilab 827
- Station 3 Digilab 827
- Station 4 Digilab 827
- Digi Lounge (817) Station A**
- Digi Lounge (817) Station B
- Digi Lounge (817) Station C
- Any Provider -

2. Proof book checking links to images - reminder that indesign only links images - it does not embed. You must have all your files accompanying your indesign file. Make sure you transfer your entire Artist book folder (including images). If you are not sure where your images are - please "Package" your book. This creates a clean folder with all images used, fonts, and indesign files. Use this folder to print from.

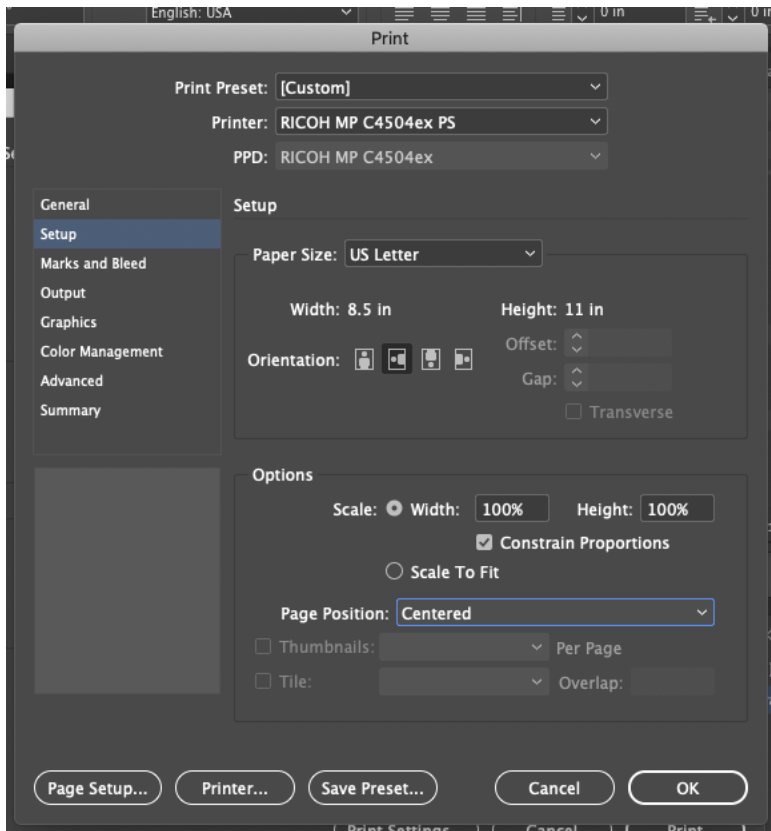
### 3. File<Print Booklet



4. In the print dialogue box select Printer (RICOH), booklet type - 2-up saddlestitch and select print blank printer spreads

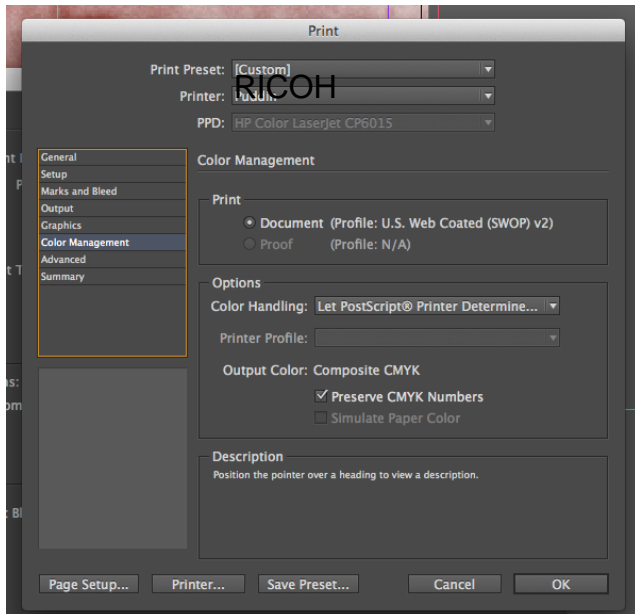
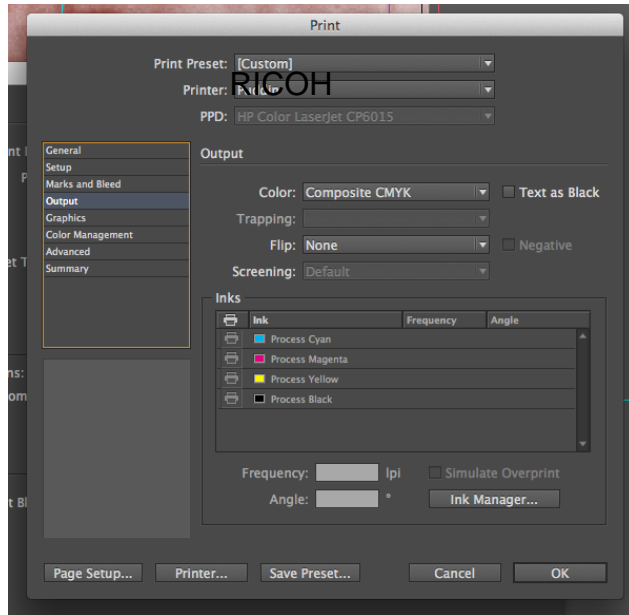
## 5. Select PRINT SETTINGS

Select landscape orientation and print blank pages in SETUP. Select Paper Position, choose CENTERED and make sure you are not scaling your image.



6. In MARKS AND BLEEDS select make sure there are not printers marks since we are using the entire sheet of letter sized paper.

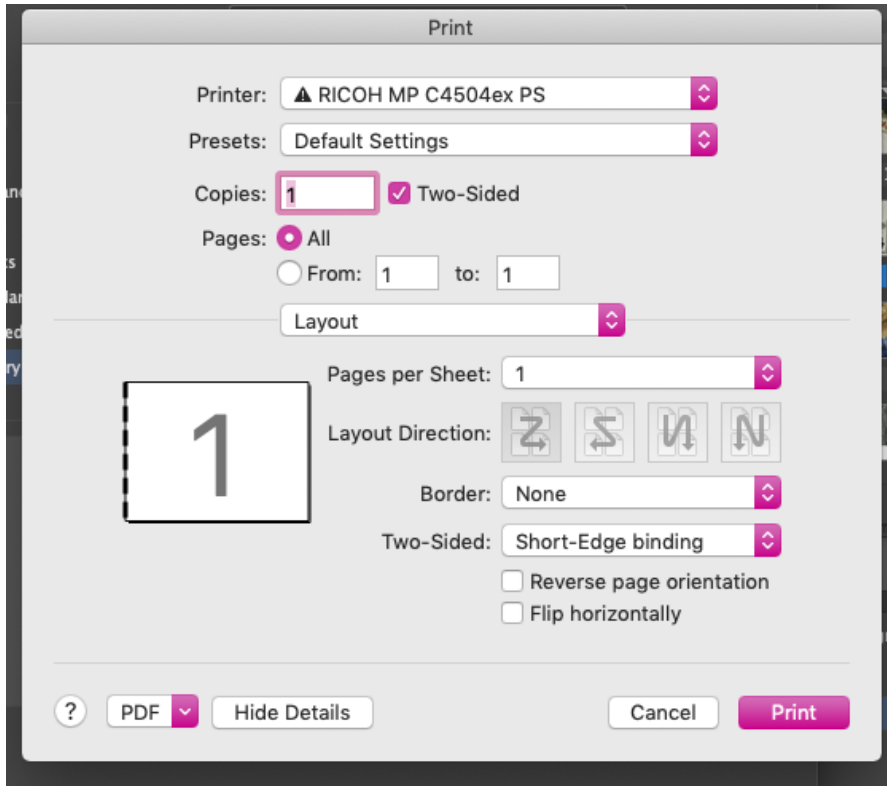
7. Under Output select Color : Composite CMYK and Color Management select Color Handling: Let Postscript printer Determine...



8. **IMPORTANT:** Select Page Setup at the bottom of the Print dialog box and create an 8.5x11 custom page that has equal (.17 inch) margins to ensure that your pages will back up when printed on both sides. This is the minimum amount of margin the laser can print with.

9. **CLICK PRINTER** and in the printer dialogue box follow these directions for collating pages and setting color profiles for the correct laser (RICOH for Printer):

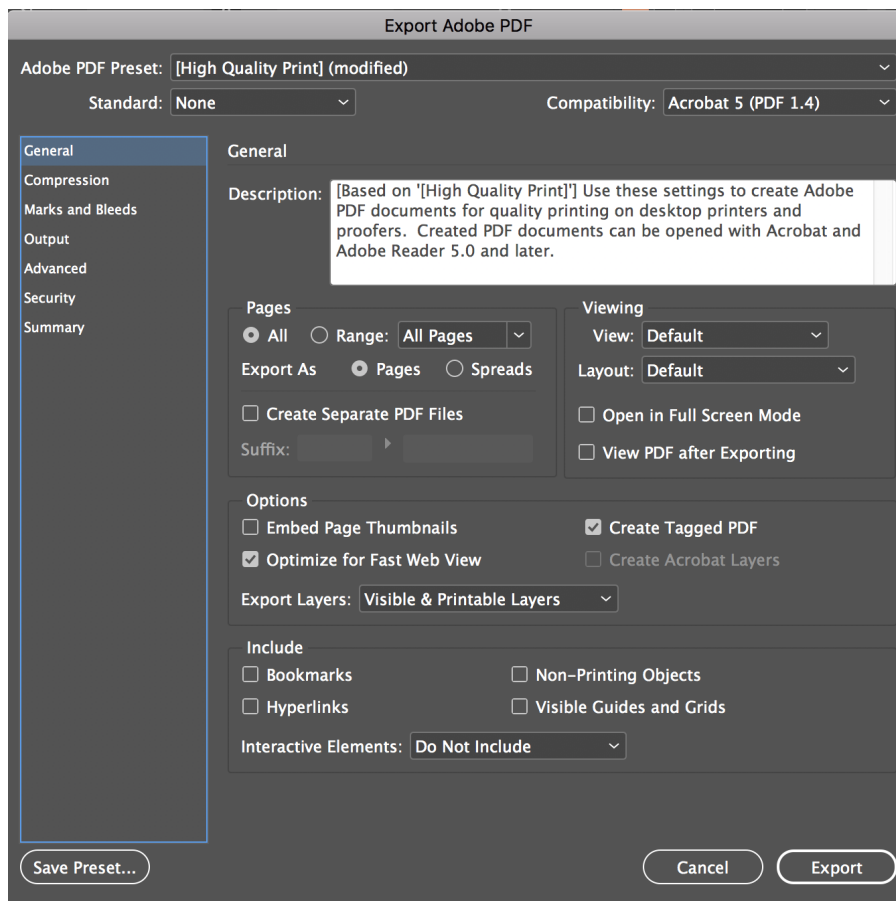
Choose Two-Sided and Short Edge binding and make sure you know what tray you need to print from



9. Select print! / make sure your laser paper is inserted in the tray (paper is provided and should be next to the printer in print finishing... print carefully since the department is charged for each print.

## II. PRINTING REMOTELY

Export as a PDF(print) / under pages choose Export as “Pages”



Marks and Bleeds< no marks are checked.

Export PDF

IMPOSE FOR PRINT

<https://imposeonline.com/>

Create a login and password

Upload PDF

## Impose online

### Step 2

Your uploaded PDF is 5.5 inches wide by 8.5 inches high.  
Does this document size include trim marks and/or bleed?  
*(Select 'Yes' if this is not your finished page size.)*

Yes  No

### Step 3

Please enter your required bleed (0 for none).

Bleed (inches):

### Step 4

Do you require trim marks?

Yes  No

### Step 5

Do you require registration marks?

Yes  No

**CONTINUE**

**Uploaded file:**  
classdemo.pdf

**Page dimensions:**  
Width: 5.5 inches  
Height: 8.5 inches

**Total pages:**  
16

## Impose online

### Step 6

Select your imposition type

Saddle Stitch ▾

### Step 7

Select your imposition layout

2 up ▾

### Step 8

Confirm/change page numbering and rotation

#### Form 1

| Front |   | Back |    |
|-------|---|------|----|
|       |   |      |    |
|       |   |      |    |
| 16    | 1 | 2    | 15 |

#### Form 2

| Front |   | Back |    |
|-------|---|------|----|
|       |   |      |    |
|       |   |      |    |
| 14    | 3 | 4    | 13 |

#### Form 3

**Uploaded file:**  
classdemo.pdf

**Page dimensions:**  
Width: 5.5 inches  
Height: 8.5 inches

**Actual page dimensions:**  
Width: 5.5 inches  
Height: 8.5 inches

**Total pages:**  
16

**Pages in imposition:**  
16

impose now | instructions | limitations | faq | contact us

### Impose online

**Step 9**  
Enter your vertical page margins (inches)

| Front |   |   | Back |   |   |
|-------|---|---|------|---|---|
| 0     | 0 | 0 | 0    | 0 | 0 |

**Step 10**  
Enter your horizontal page margins (inches)

| Front |  |  | Back |  |  |
|-------|--|--|------|--|--|
| 0     |  |  | 0    |  |  |
| 0     |  |  | 0    |  |  |

**Step 11**  
Do you require folios (page and form number identification)?  
 Yes  No

**Step 12**  
Do you require colour bars?  
 Yes  No

**IMPOSE**

**Uploaded file:**  
classdemo.pdf

**Page dimensions:**  
Width: 5.5 inches  
Height: 8.5 inches

**Actual page dimensions:**  
Width: 5.5 inches  
Height: 8.5 inches

**Total pages:**  
16

**Pages in imposition:**  
16

THE IMPOSED PDF can be taken to stapes or fed ex and printed  
Two – sided, saddle stitched  
Layout: Short-edge binding.