Bookbinding - Imposition
InDesign Print Booklet Function

Diagram of 2-up Saddle Stitch

Diagram of 2-up Perfect Bound

Introduction

InDesign's Print Booklet feature lets you create what is known as printer spreads. For example, if you're working on an 8-page booklet, the pages appear in sequential order in your layout window. However, in printer spreads, page 2 is 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 correct order. The process of creating printer spreads from layout spreads is called imposition. The Print Booklet feature allows for different types of imposition; **2-up Saddle Stitch** and **2-up Perfect Bound**.
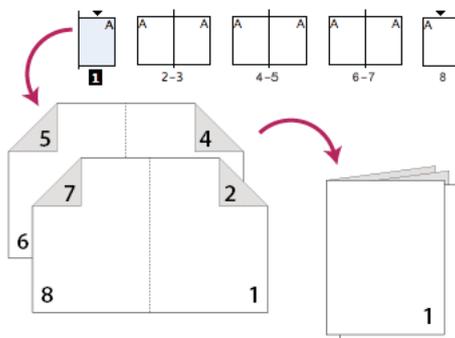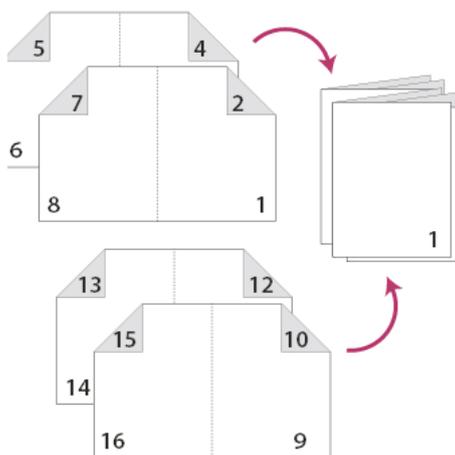
2-up Saddle Stitch is used for imposing booklets where each printer spread is folded and nested inside each other before being stapled or stitched together. This is suitable suitable for booklets of no more than 48 pages as nesting more than twelve spreads will increase bulk in the spine, meaning the booklet will not close fully.
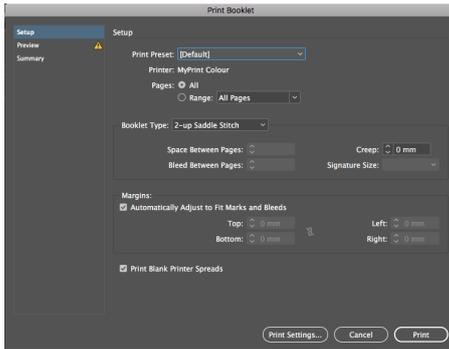
For booklets larger than 48 pages the **2-up Perfect Bound** type should be used. This will split the booklet into sections, or what are called Signatures, which can then be folded and collated. These Signatures can then be sewn together creating a multi-section booklet that will close fully. The signature size can be adjusted to determine how many spreads and in turn, pages are in each signature.

Before printing your work consider the paper size that you will need. A double page spread of an A5 booklet will be A4, which doesn't allow for the printers margins (the area of paper around the edge that the printer cannot print on) or the Printer Marks (Crop Marks and Registration Marks) that you may require. So in this instance you will have to print onto A3 and trim to size.
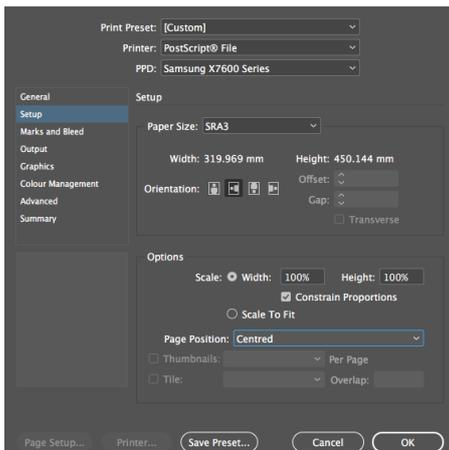
When printing double-sided on WSA Laser Printers the back-up artwork is unlikely to align perfectly. Instead of the usual 3mm bleed which is the industry standard it may be useful to increase this to 4mm to allow for movement of the paper whilst printing on the laser printers at WSA.

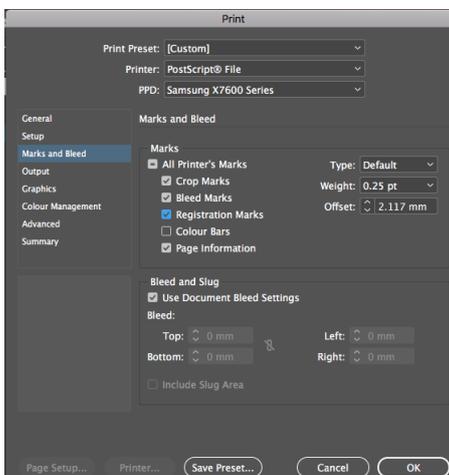More information about the Print Booklet feature can be found at: https://helpx.adobe.com/indesign/using/printing-booklets.html
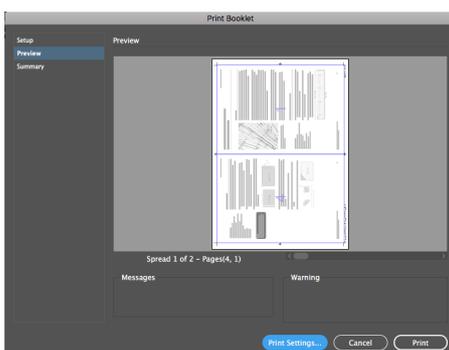
Print Booklet Setup window.

Print Settings Setup window.

Marks and Bleed window.

Print Booklet Preview window.

Exporting Your Booklet

01. Open your InDesign document and ensure its number of pages is divisible by 4.

02. From the menu bar go: File > Print Booklet.

03. In the setup tab ensure the 'Print Blank Printer Spreads' and 'Automatically Adjust to Fit…' boxes are ticked.

04. From the 'Booklet Type' drop-down menu select '2-up Saddle Stitch for simple folded and stapled booklet or, 2-up Perfect Bound for booklets with multiple Signatures.

05. Click on the 'Print Settings' button and choose PostScript File from the 'Printer' drop down menu

06. Under 'General' ensure 'Print Blank Pages' is ticked if you have any blank pages in your booklet.

07. Under 'Setup' choose a suitable paper size and set Orientation to landscape.

08. Ensure Scale is 100% and that Page Position is Centered.

09. Under 'Marks and Bleed' add crop marks, as they will help when trimming down.

10. Tick 'Use Document Bleed Settings' if you have entered bleed into the 'Document Setup' and have added bleed to your work

11. Click on the 'OK' button. Back in the 'Print Booklet' dialogue box you can click on the Preview tab, this will let you review color thumbnails of the printer spreads. You can also see the printer's marks you've specified in the Print dialog box

12. Click the 'Print' button to create a Postscript (.ps) file of your work.

Printing Your Booklet

01. Open your Postscript file or PDF file in Acrobat Distiller or Preview and select File > Print.

02. Check the paper size and scale is correct and the Orientation is Landscape

03. Click on the bar where is says 'Preview' and scroll down and choose Layout.

04. Select Short-Edge binding form the 'Two-Sided' drop down menu.

05. Click the Print button.

To save your Postscript file as a PDF choose File>Save and save your document as a PDF.