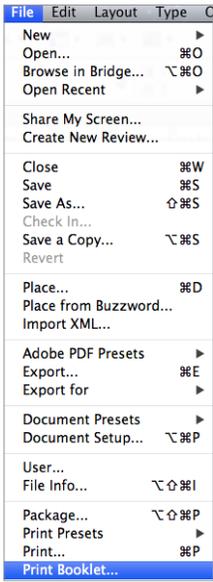


Printing Booklets to PDF



Starting with your multipage InDesign document laid out in the order it will read (page 1,2,3, ...), go to File > Print Booklet. *Do not go straight to print.

In the Print Booklet dialogue box, make sure you are printing the desired page range (matters with very long documents), that Booklet Type is set to 2-up Saddle Stitch and the checkbox for Print Blank Printer Spreads is checked.

From here, click on Print Settings. This is where most of the important setup happens. Set the Printer pull down to PostScript® File and the PPD to Lexmark C736.

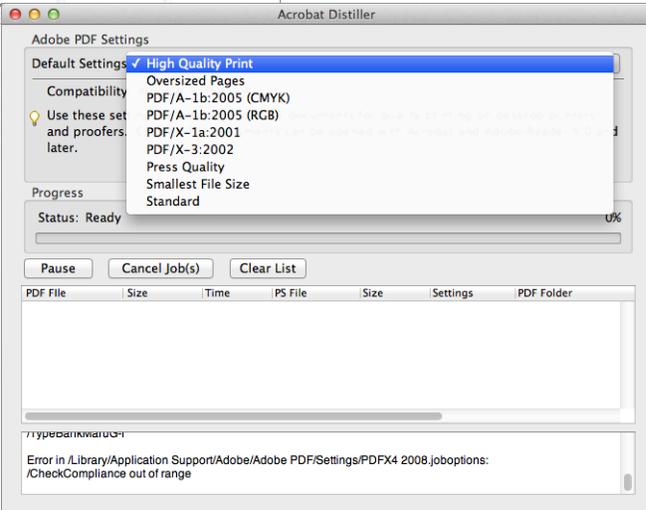
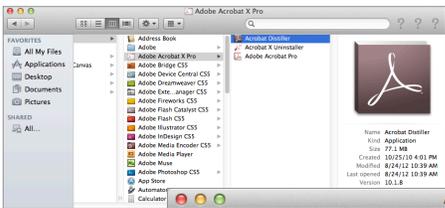
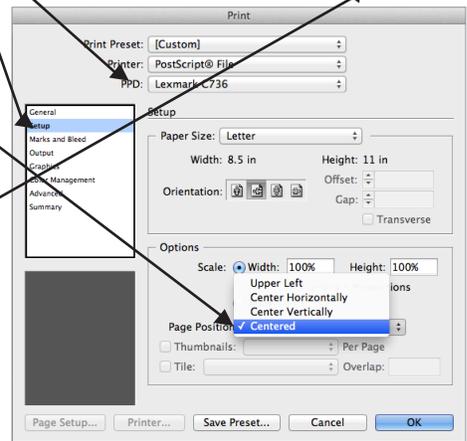
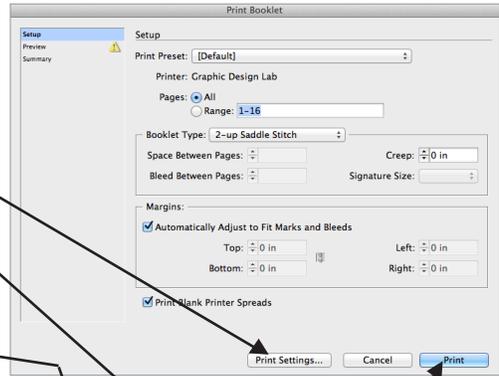
Look on the left side of this dialogue box, there is a white box. Select Setup in this box. Set the Paper Size to match your document and select the proper orientation. In the Options box, make sure the scale is at 100% (both height and width) then switch the Page Position to Centered. Hit OK.

Hit Print. This will bring up a save box for a .ps file. Select where you want the file to save.

Now that you have the .ps file, open Acrobat Distiller from the Applications folder on your computer. This is a program that gives you control over the quality of the PDF you are creating. In the Default Settings pull down and if you are going to print, the most reliable is the

High Quality Print, smallest file size is good for files that need to be sent over the web or through email.

Drag your .ps file or use File > Open. Your file will be converted to a PDF. Check the PDF, make sure it opens and that it looks ok.



This file is now ready to bring anywhere for printing and will be in the proper order to fold the sheets to create a booklet.