

Saddle-Stitch Booklet Printing

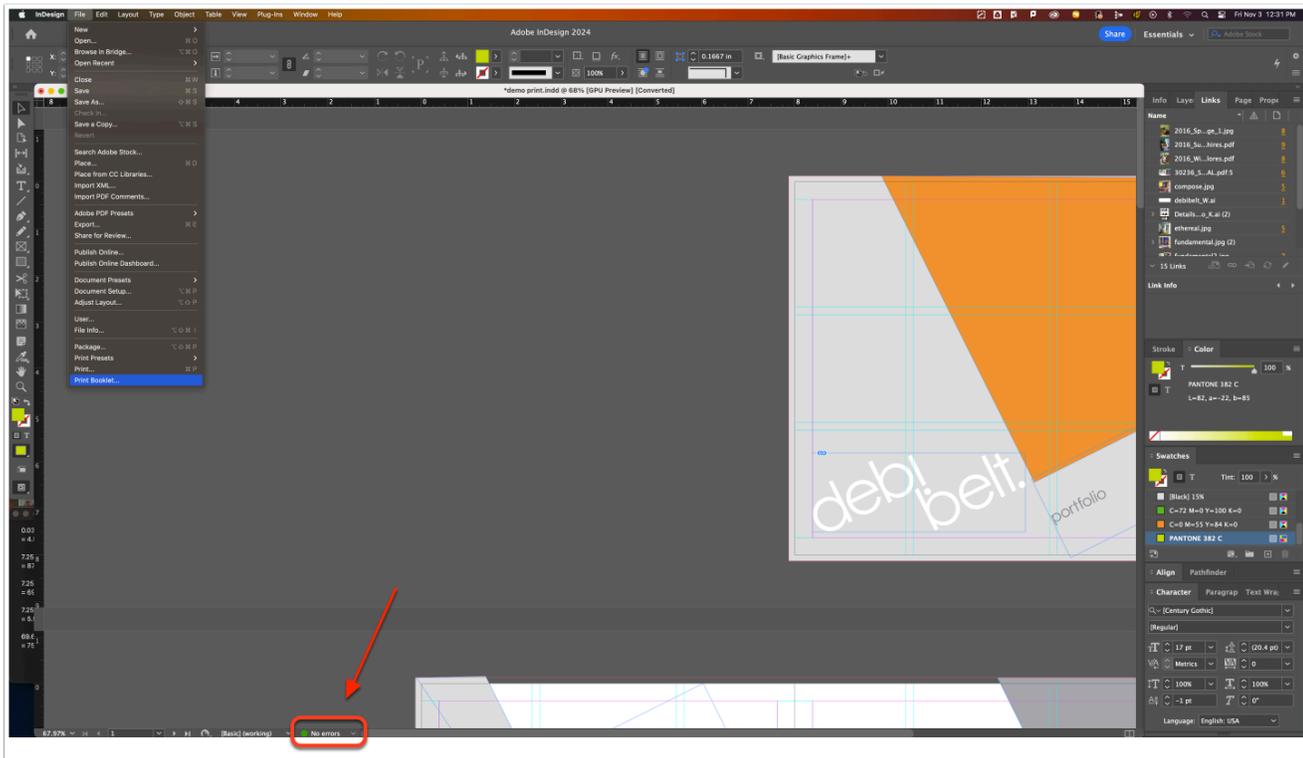
💡 InDesign is the recommended application for booklet printing. If attempting to print a booklet from a different application, please arrange a time to meet with DOC staff.

Step 1

After opening and editing the image to be printed, click on the "File" drop-down menu at top left and select "Print Booklet"



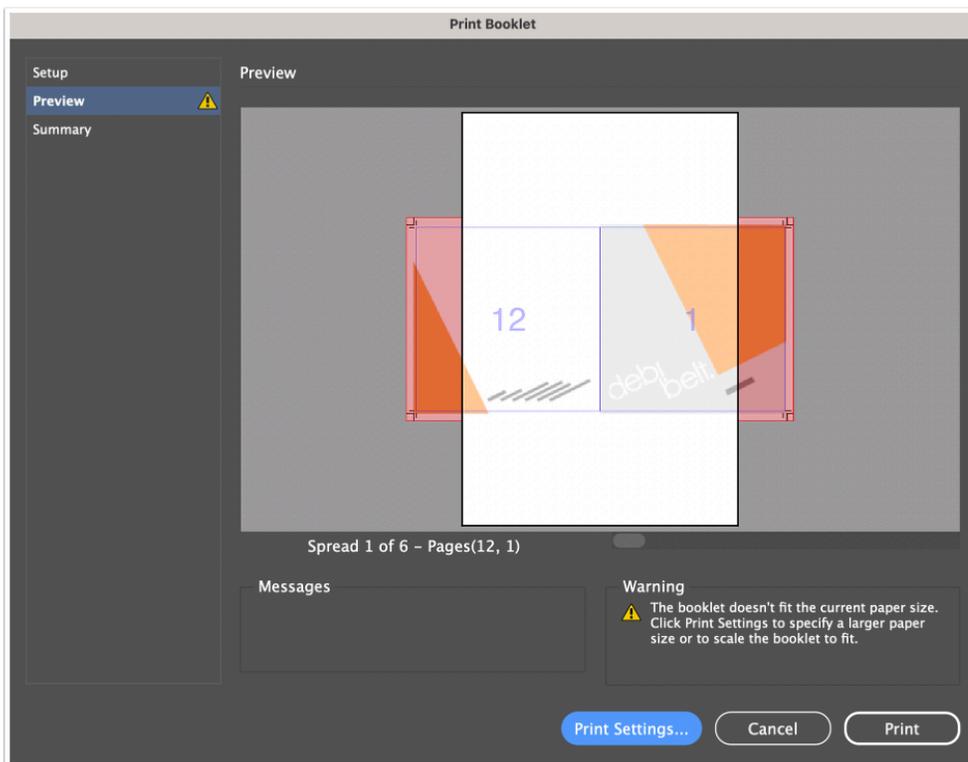
Be sure there are no errors. Otherwise, images and/or text may not print correctly.



Step 2

Select the "Preview" tab at left then click "Print Settings..."

i Incorrect positioning/layout will highlight areas falling outside of print area in red, this will be rectified in the following steps.



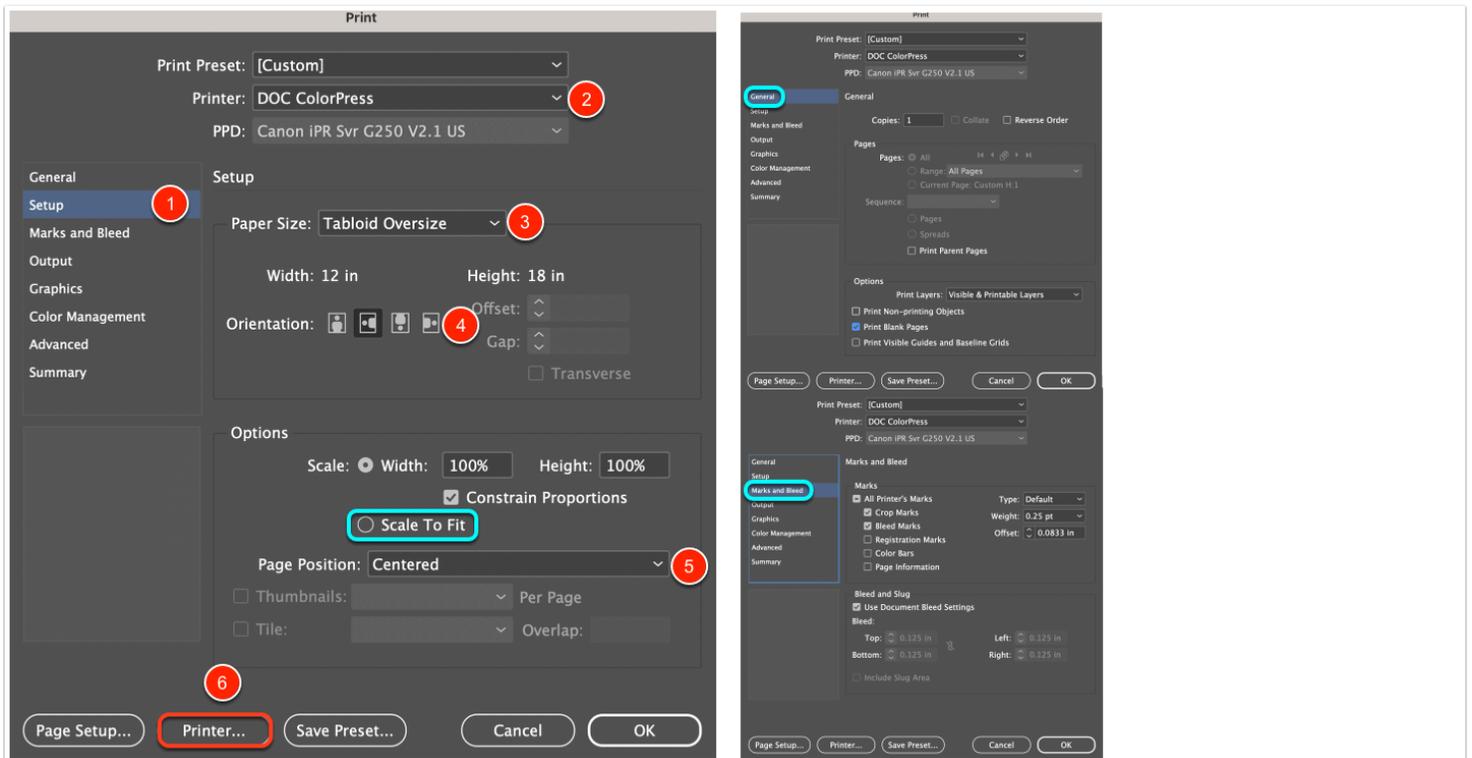
Step 3

In the print dialogue **1)** select the "Setup" tab at left then **2)** select "DOC ColorPress" for the printer, **3)** "Tabloid Oversize" or "US Letter" for the paper size, **4)** the desired orientation (typically this will be horizontal) and **5)** "Centered" as the Page Position. Then **6)** click "Printer".

i If there are blank pages then be sure to check "Print Blank Pages" in the General tab

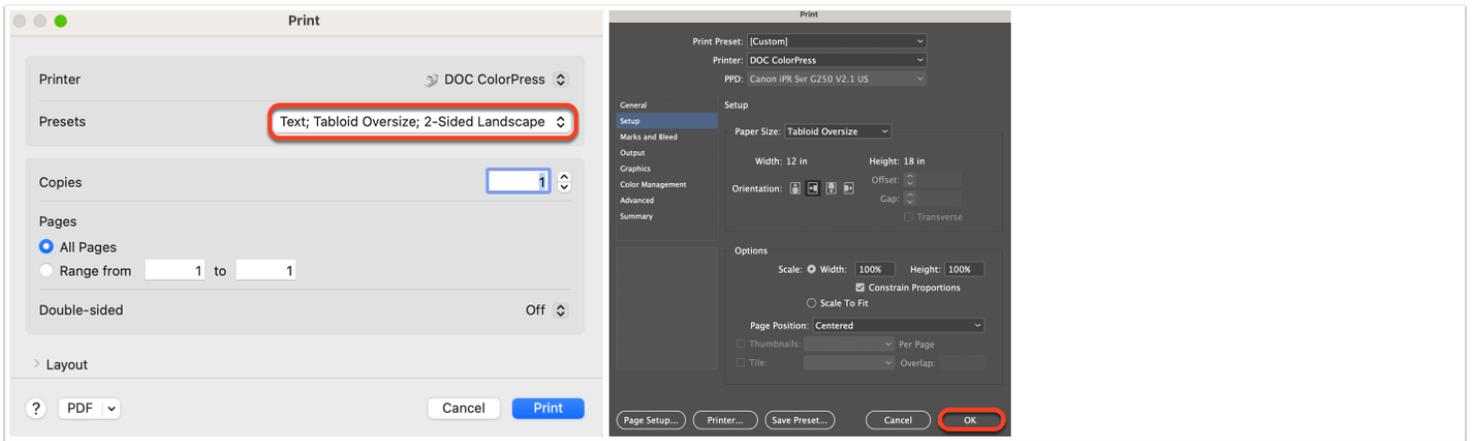
i To use bleed and insert trim marks (and any other printer marks) check those options in the "Marks and Bleed" tab

i If desired, "Scale To Fit" can be selected in the Setup tab to adjust spread size to specified paper size



Step 4

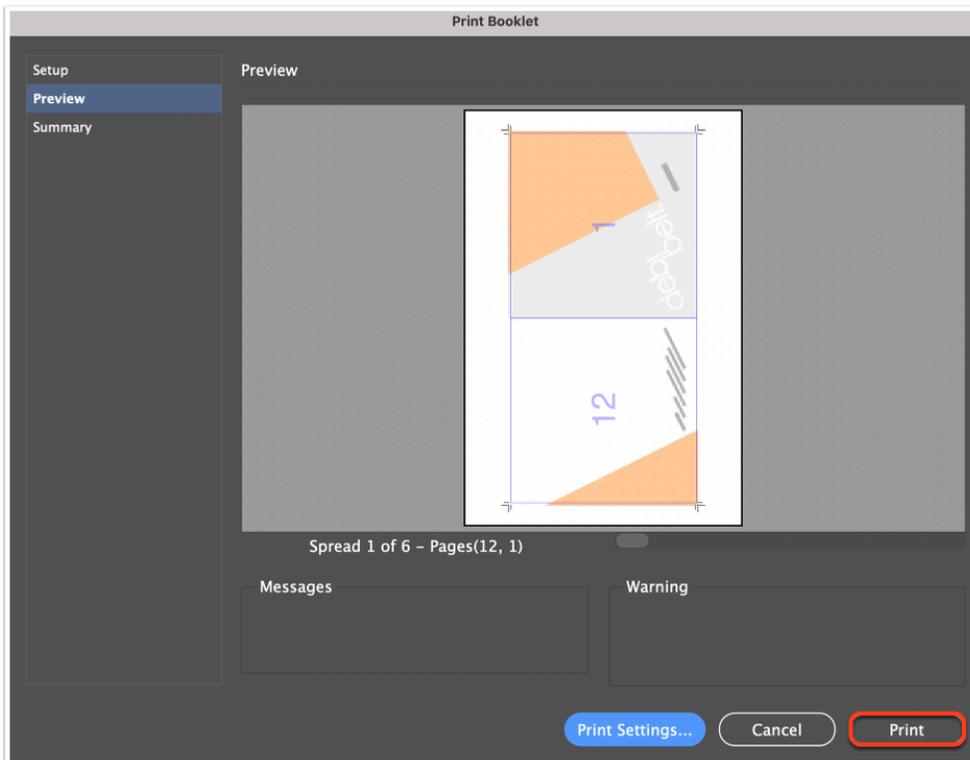
Select desired preset for paper size, weight and orientation then click "Print" to close printer dialogue. Click "OK" to close out InDesign print dialogue.



Step 5

Positioning/layout should show correctly in Preview tab now. If yes, click "Print".

💡 If no, then check settings for orientation, scaling, (see step 3) and/or printer settings (see step 4).



Step 6

Release print from PaperCut. Click [here](#) for instructions on releasing prints from PaperCut.