How Do I Print a Booklet from InDesign?

Printing Booklets from InDesign is a lot easier than you think!
Here’s how to do it:

1 - Open your .inDD in **Id**

**IMPORTANT!**

If you see any errors about linked files, re-package your original InDesign document before moving it to a print station.

2 - Go to **Window > Pages**. Your total page number must be a **multiple of 4**.

3 - Go to **File > Print Booklet**.

4 - The Print Booklet box will appear. Click on **Print Settings** (on the bottom right) to proceed.
Under GENERAL -

5. Choose either the **Canon C700** (for higher quality) or **Canon 5560i**

6. Check the "Print Blank Pages" box.

Under SETUP -

7. Click on **Paper Size** and choose one.

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**IMPORTANT!**

The c700 ONLY has:  
- US Letter (8.5x11 in)  
- Tabloid (11x17 in)  
- Tabloid Oversize (12x18 in)  
- Super B/A3 (13x19 in)

The c5560i ONLY has:  
- US Letter (8.5x11 in)  
- Tabloid (11x17 in)  
- Tabloid Oversize (12x18 in)
8. Choose **Orientation LANDSCAPE** (the second option!)

9. Under **Page Position**, choose **Centered**.

**IMPORTANT!**

If you are printing a booklet with a white background, go to **Marks and Bleed** to add **Crop Marks**. If you don’t need any printing marks, do not use the Marks and Bleed section.

**Output, Graphics, Color Management, Advanced, and Summary** are all advanced options. Only use these sections if you know what you are doing!
**10** - Click on **Printer** (at the bottom of the window)!

![Printer button highlighted](image)

**IMPORTANT!**

A pop-up might appear stating:

"If the setting is available in InDesign’s print dialog box, please set it there to avoid printing conflicts."

Don’t worry! Just click **OK** to proceed.

**11** - Click on **Layout**, and select **Fiery Features**.

![Layout settings](image)
12 - In Fiery Features, choose these options, IN THIS ORDER:

(#1) 2-Sided Printing - Short Edge Binding
(#2) Fold Style - Saddle Fold
(#2) Stapler Mode - Saddle Stitch
(When using the c5560i, this option will be called Stitch)

IMPORTANT!
If you want to print your cover out separately on a different kind of paper, then leave Stapler Mode OFF, and staple your booklet by hand (we have special saddle-stitch staplers for this - ask the front desk).
Once you make those selections, you are done! Just press PRINT and log into Papercut to finish.

If you have any more questions about Booklet printing, please ask our Staff and Student Workers!

Thank you!