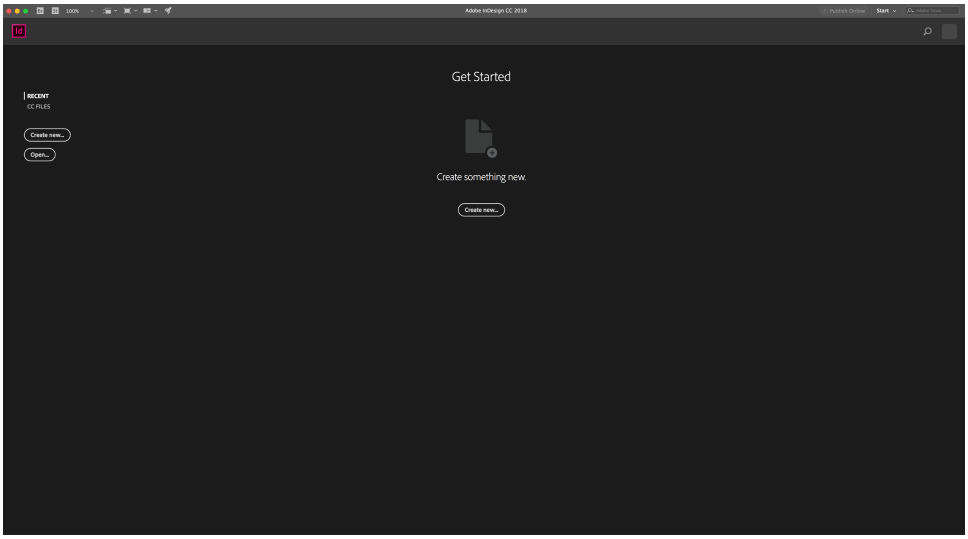
InDesign Intro & Booklet Export/Print

Create a New Project

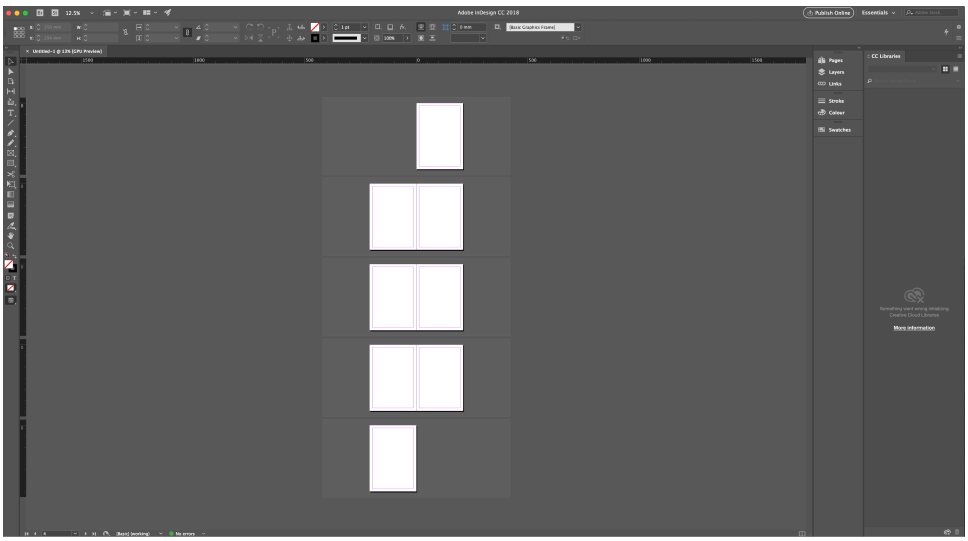
Open InDesign. Go to File > New > Document.

- Size: **A4**
- Orientation: **Portrait**
- Pages: **8+**
- Start #: **1**
- Tick '**Facing Pages**' box
- **Create**

If working in booklet-format, you must use pages in multiples of '4'

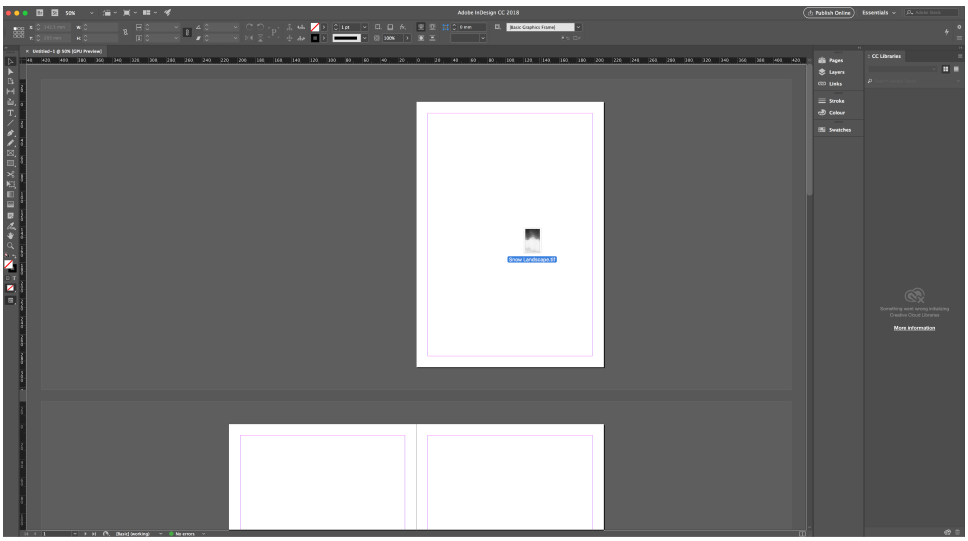


Your Zine should look like the image on the right (when zoomed out, 8-page example)

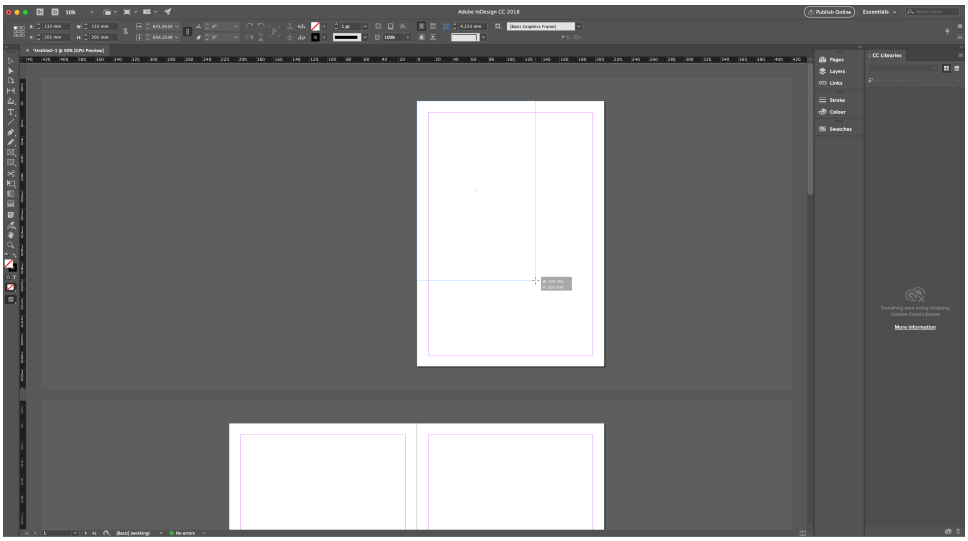


Importing Images

Find an image you want to import from Finder/File and drag it on to a page in InDesign.

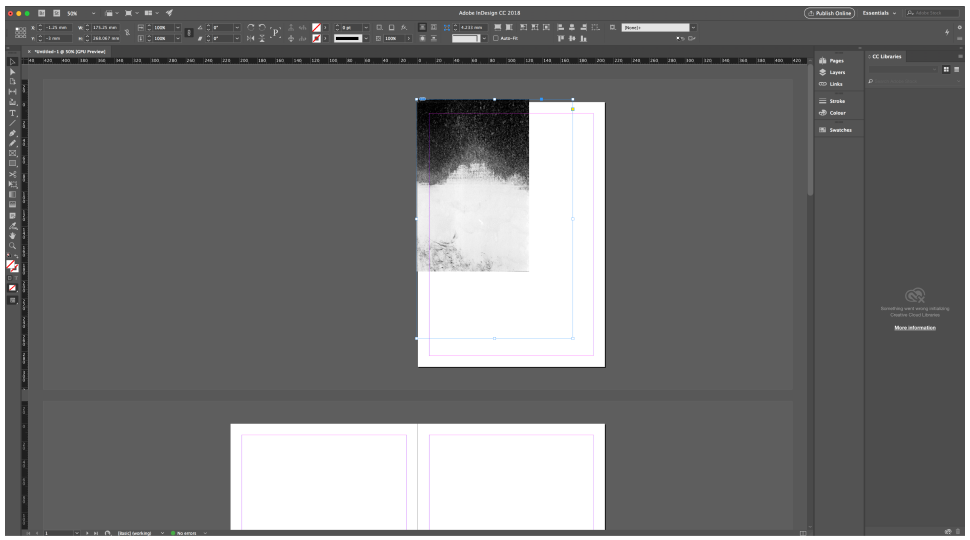


When an image is placed into ID, you then need to **click and drag to size the image** to the size you want it.

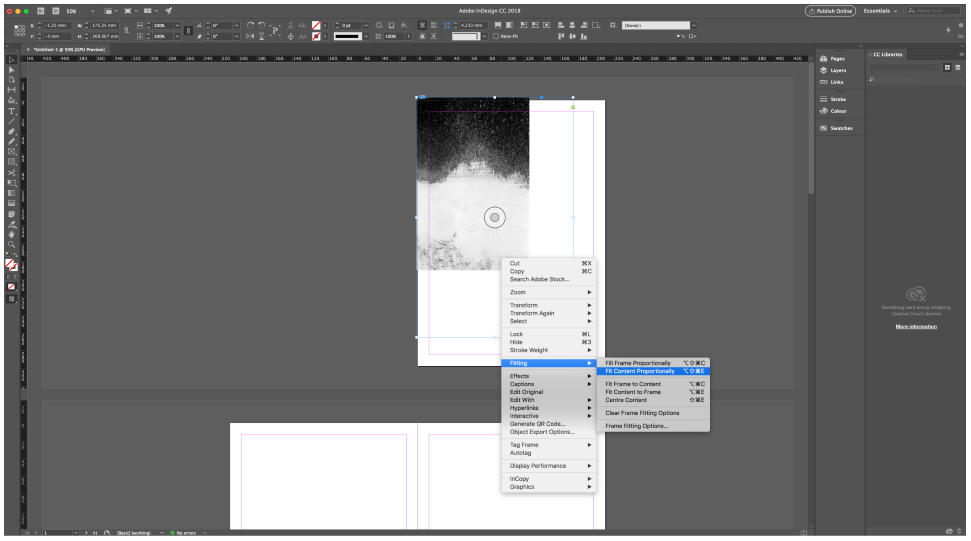


If you wish to change the size of the image after it has been placed, then you will need to do the following:

- Select the **Blue** frame surrounding the image and, whilst holding **Shift**, increase or decrease the size of the blue frame
- Then, right click on your image and select **Fitting > Fit Content Proportionally**



Your image will then expand and fill the blue frame



Exporting

Once you have finished editing your zine and you are ready to print, do the following:

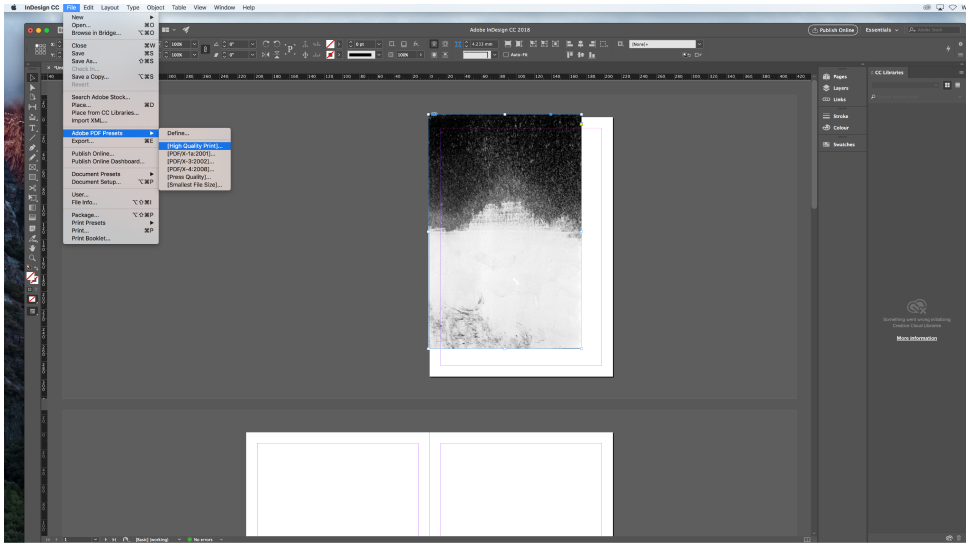
- Select **File** > **Adobe PDF Presets** > **[High Quality Print]…**
- A window will then appear where you are able to select where you wish to save and name your file
- Click **Save**

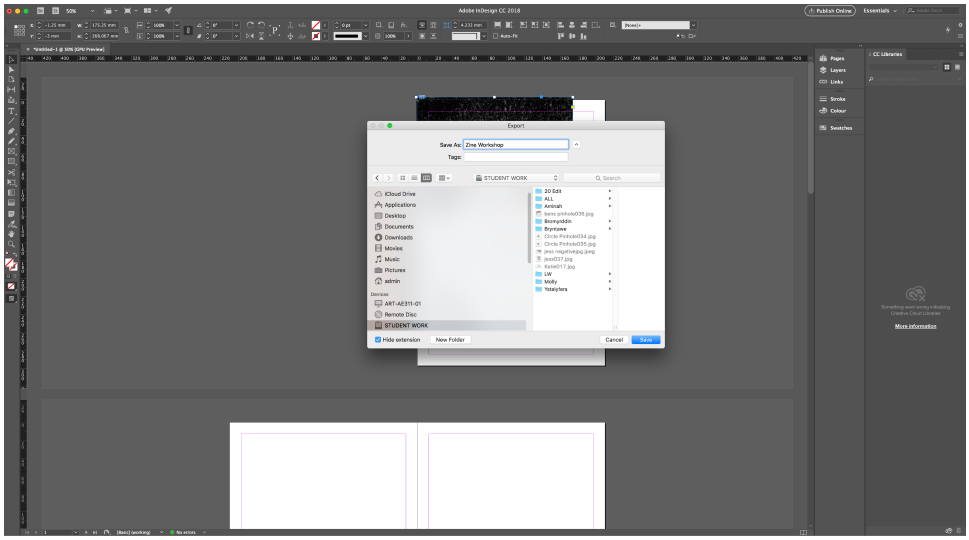
Another window will then appear (example on the right). Please check your window matches the example. The following settings should be applied:

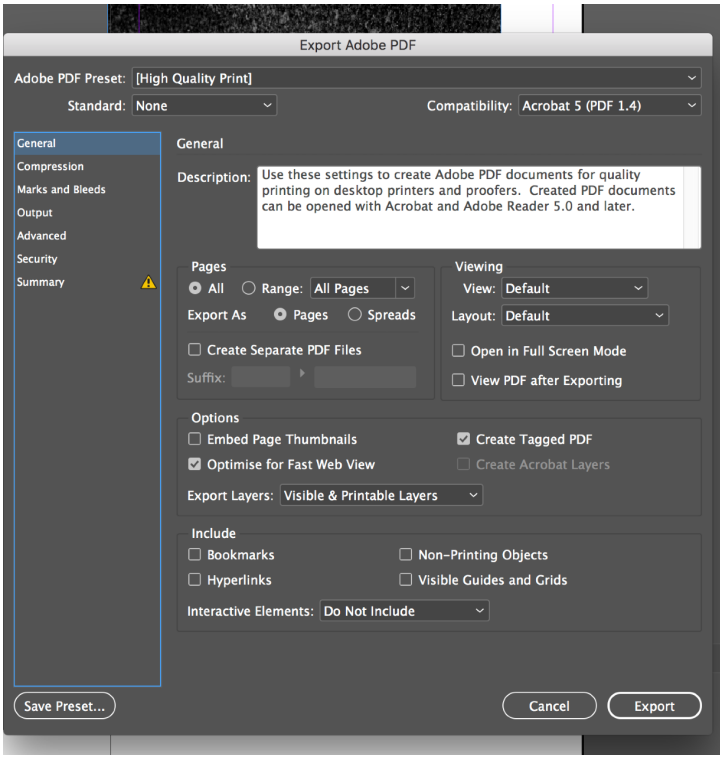
- Compatibility: Acrobat 5
- Pages: All
- Viewing: Default
- Options: Create Tagged PDF

Be sure that **Optimise for Fast Web View** is unticked

Click **Export**







Printing

Find your Zine in Finder, **Right-click > Open with > Adobe Acrobat**

In Acrobat, select **File > Print**, and a box will appear. Be sure your print box matches the example on the right. The following settings should be applied:

- Printer: **Print-Argraffu**
- Pages to Print: **All**
- Page Sizing and Handling: **Booklet**
- Booklet Subset: **Both Sides**
- Binding: **Left**
- Orientation: **Portrait**

Select **Page Setup** and be select the following settings:

- Format for: **Print-Argraffu**
- Paper Size: **A4**
- Orientation: **Portrait**
- Scale: **100%**

