

Printing Instructions

Make sure you have print credit – It is now possible to check credit by swiping your student card on the printer & choosing >Secure Print. Your balance will be displayed.

All work, whether created in InDesign, Illustrator or Photoshop will need to be exported as.pdf files. Save and Name original files first.

Do not attempt to print directly through any Microsoft Office application.

Files for print should be set up as CMYK not RGB.

- INDESIGN CC>File>Export>ADOBE PDF (print) – not interactive
- ILLUSTRATOR CC>File>Save As>ADOBE PDF (pdf)
- PHOTOSHOP CC>File>Save As> Photoshop PDF

Next open your .pdf file in ACROBAT – not in Preview

ACROBAT>File>Print

From Printer Name drop down menu choose either:

- Colour Printer
- Black & white printer

Click PAGE SETUP, in this dialogue box you will need to choose your printer again:

- Colour Printer or
- Black & white printer

here you can also change your paper size: A4 (default) or A3, and if you wish change size (percentage) of your print. Choose Orientation either landscape/portrait.

Click Ok to print.

You will need to put in your pnumber and password when prompted.

Be patient, you may be in a print queue. Any problems speak to technician:
James, Open Access Room, Level 4.

James.davies@uwtsd.ac.uk

Prices:

A4 colour – 20p

A3 colour – 40p

Black & White printing is currently free.

Using the Print Booklet feature in InDesign (Produces Folded/Stapled booklets)

The **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.

Our new Colour Printer can now fold and staple booklets to a maximum of 40 pages.

Before printing your work consider the paper size that you will use. For example a double page spread of an A5 booklet will be A4. This doesn't allow for the printers margins - the area of paper around the edge that the printer cannot print on. So in this instance you will have to print onto A3 and trim to size.

Remember to booklet print a document **MUST** be a multiple of 4 pages, if it isn't InDesign will add pages in order to create a booklet.

When you need to deliver your Adobe InDesign documents to a print service provider or to another designer, you'll want to give them everything they need to continue working on the InDesign file. This is where the Package command is helpful.

Package gathers copies of all images and fonts used in the document along with a copy of the InDesign document itself into a single folder that you can easily deliver to a print service provider or to a colleague. When an InDesign document isn't Packaged you will be able to print but will notice that replacement fonts may be used resulting in reflowed areas of text. Images will still print but at reduced quality unsuitable for final print production. For further information on file packaging click the following link: -

<https://www.youtube.com/watch?v=YSvScltP1QY>

Guide

- Open your InDesign Document.
- File > Print Booklet.
- > Print settings.
- Make sure (Colour Printer) is selected.
- If your document includes blank pages make sure to check the Print blank pages box.
- > Page set up > Format for Colour Printer.
- Choose desired paper size.
- Select desired Orientation.
- > Printer.
- >Layout > Printer Features.
- > Feature Sets > Layout 1.
- > 2 sided Printing> Short edge binding
- > Feature Sets > Finishing 2 > Fold style > Saddle Fold
- > Stapler Mode > Stitch > Print
- > Setup > Page position > Centred
- Set necessary Document Marks and Bleed.
- > OK > Print.