

Booklet Printing Notes

Notes by Gavin Kirby

Booklet printing from the Macs in AC404 and AC403 can be done from Adobe InDesign or Adobe Acrobat. For best results use Adobe InDesign.

Booklet Printing Prep Work.

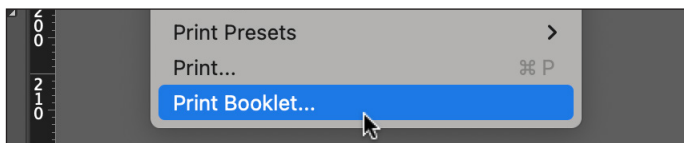
In preparation for booklet printing your document will need to be set up correctly.

1. **Number of Pages.** The Binding method is a Folded Saddle Stitch so the number of pages in your document *must* be in a multiple of four (8, 12, 16, 20, 24, 28, 32 etc).
 - Minimum number of pages is 8.
 - Maximum number of pages is 80.
2. **Page orientation.**
 - **Portrait** up to A4 plus bleed and crop marks.
 - **Landscape** up to 210mm wide plus bleed and crop marks. Minimum landscape page height is 148mm due to the position of the staples.
3. **Printer Paper Sizes.** The printer is stocked with A4, A3, and SRA3 paper.
 - **Minimum Booklet Size.** Minimum page height for a booklet is 148mm. This is due to the positioning of the staples in the saddle stitch. Printed on A4 sheets.
 - **Maximum Booklet Size.** Maximum page size for a booklet print is A4 (297mm high x 210mm wide) plus 3mm bleed and crop marks. Printed on SRA3 sheets.
 - **Printing A5 Booklets on A4 Sheets.** A5 Booklets can be printed on A4 sheets. Note: Does not allow for bleed. Does not allow for crop marks. Has a print margin around the edges. If your design requires edge to edge printing you will need to print on A3.
 - **Printing A4 Booklets on A3 Sheets.** A4 Booklets can be printed on A3 sheets. Note: Does not allow for bleed. Does not allow for crop marks. Has a print margin around the edges. If your design requires edge to edge printing you will need to print on SRA3.
 - **Printing SRA3 Sheets.** Allows for full A4 pages with bleed and crop marks.
4. **3mm Bleed.** Make sure that your document has 3mm Bleed even if you are not using it.

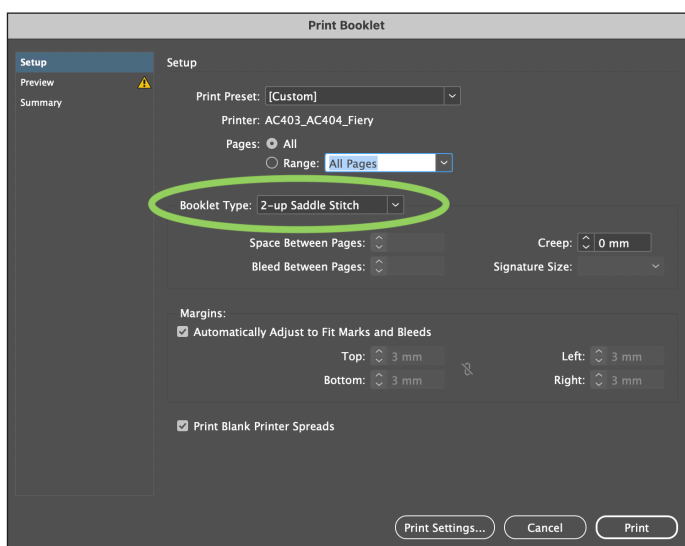
Booklet Printing From InDesign.

If you are printing an InDesign file that is from your own computer. Make sure that you Package the InDesign file so that all images print correctly.

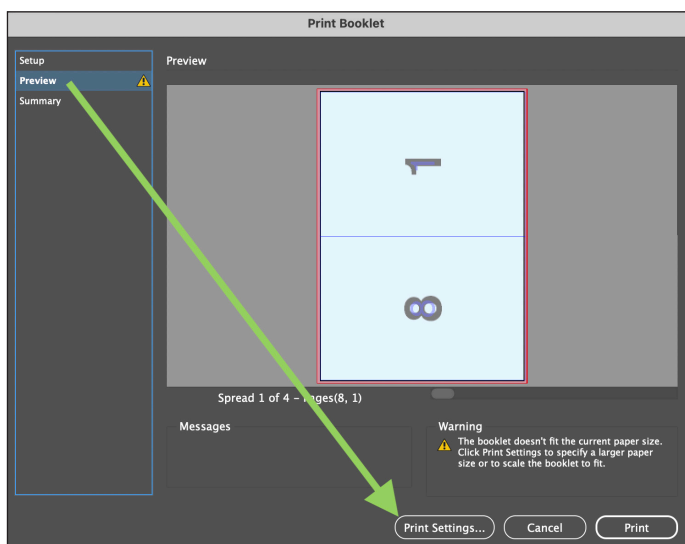
1. After checking that your document has the correct number of pages (multiple of 4). Go to *File - Print Booklet*.



2. In the *Booklet Type* section, make sure that *2-up Saddle Stitch* is selected

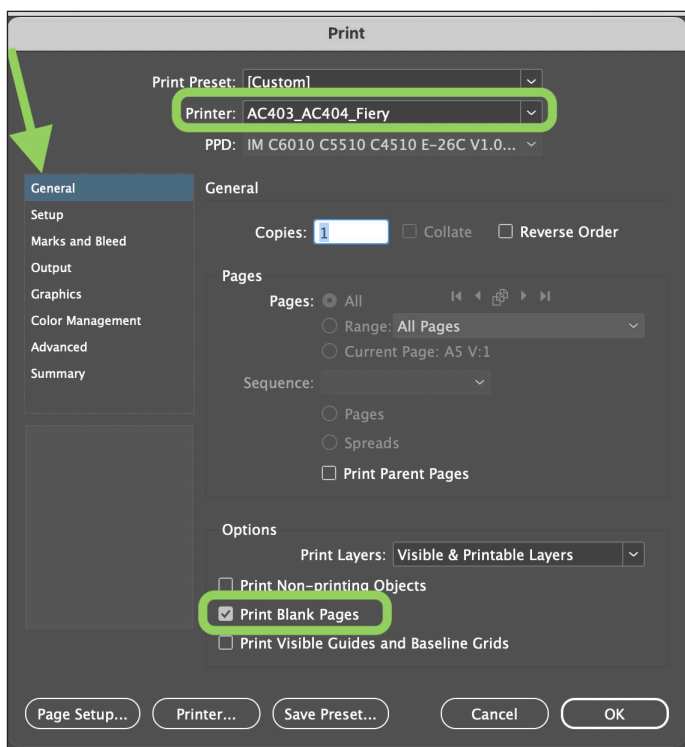


3. From the menu on the left, click on *Preview*. Then click on *Print Settings*.



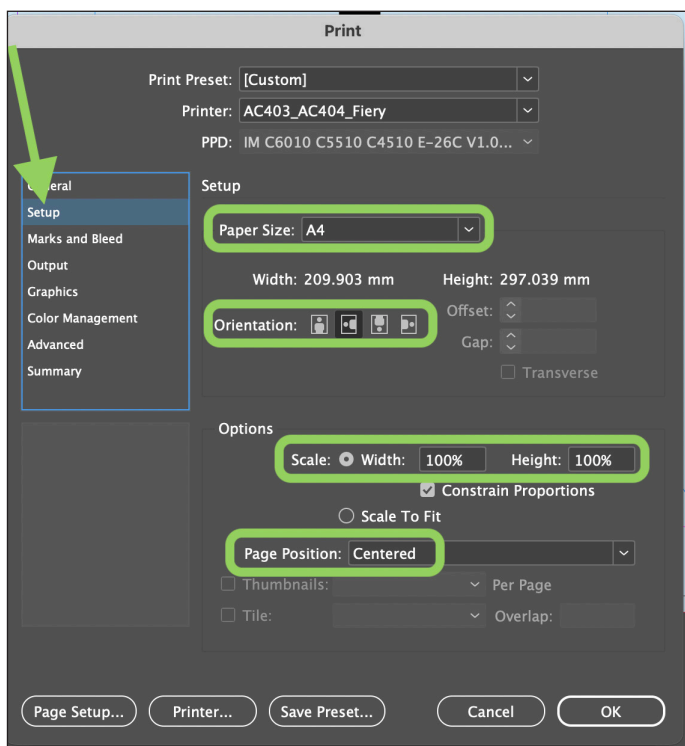
4. In the *General* options, set the following:

- Printer: AC403_AC404_Fiery
- Print Blank Pages (to on)

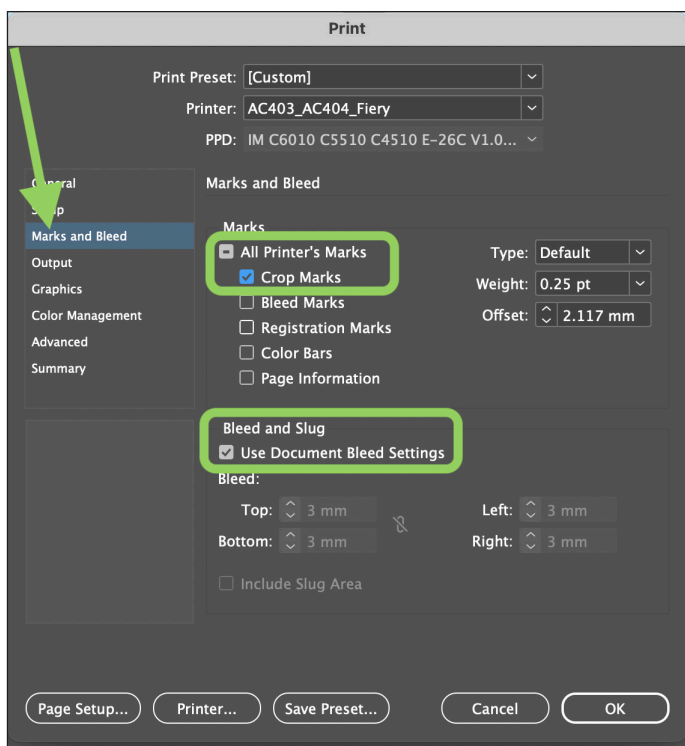


5. In the *Setup* options, set the following:

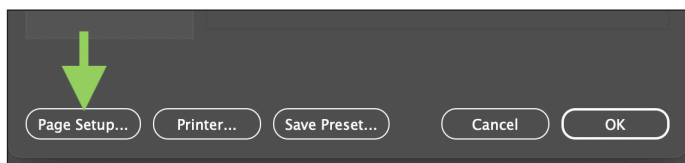
- Paper Size: (this example is using A4 to make an A5 booklet).
- Orientation: Landscape (this is referring to the orientation of the paper the work will be printed on to).
- Scale: Should be 100% (unless the design is too big to fit on SRA3).
- Page Position: Centered (This is so the double sided printing will line up better).



6. In the *Marks and Bleed* options, set the following:
- Marks: Crop Marks
 - Bleed and Slug: Use Document Bleed Settings

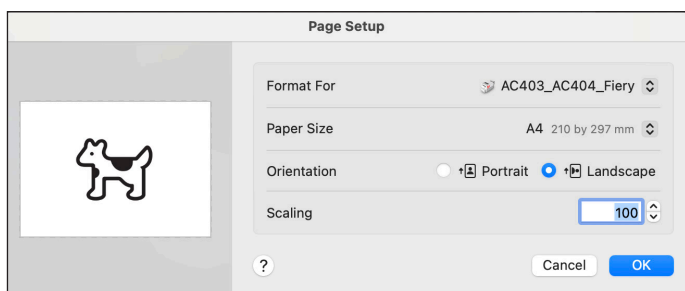


7. Click on *Page Setup*.

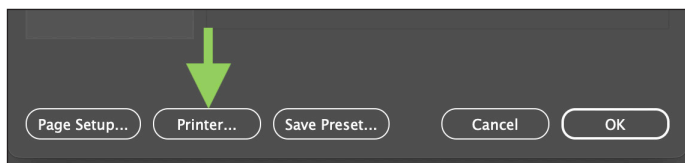


8. Check that settings are correct. They should match what you have been entering on the other screens.

9. Click OK.

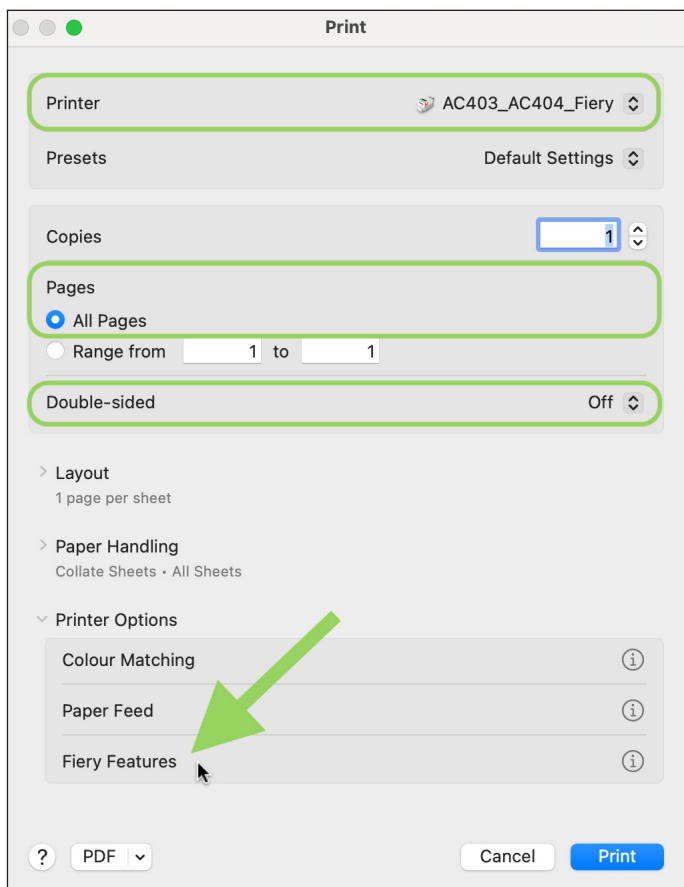


10. Click on *Printer*.



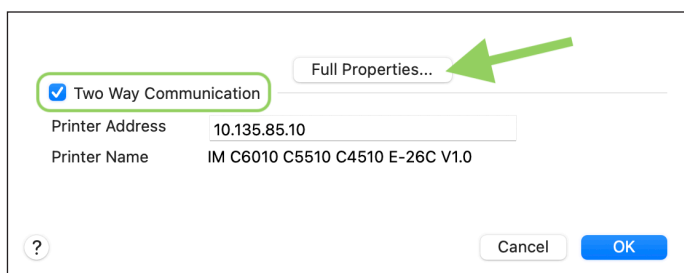
11. In the *Print* window, set the following:

- Printer: AC403_AC404_Fiery
- Pages: All Pages
- Double-sided: Off (This will be activated in another window)
- Printer Options: Fiery Features (This will open a new window)

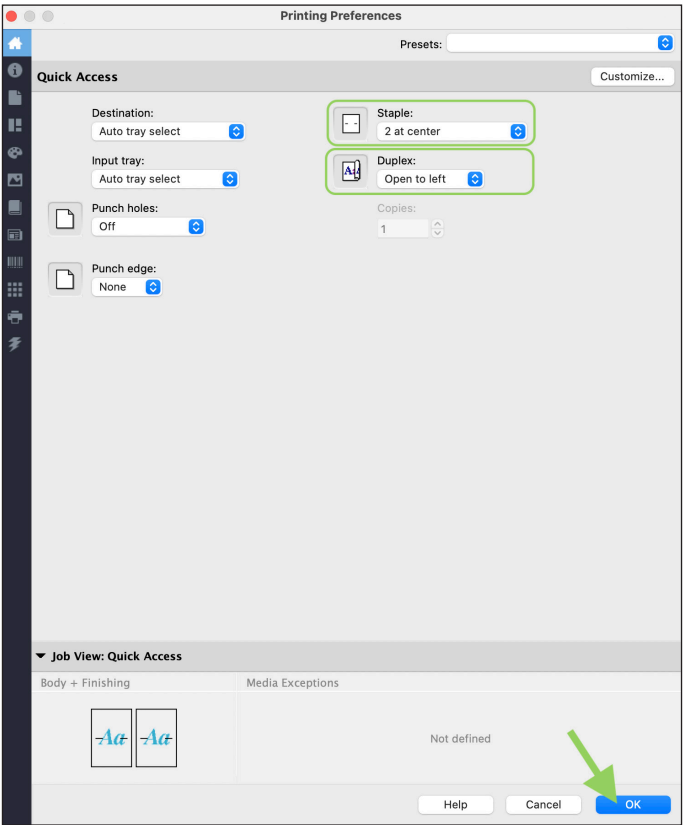


12. Activate *Two Way Communication*. This allows the printer to talk to the computer about what booklet functions it has installed.

13. Click on *Full Properties*. This will access the Fiery Rip Software to set up the booklet commands.



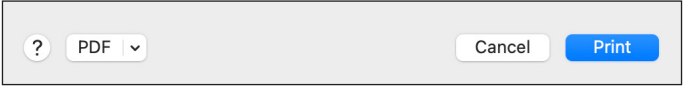
14. In the *Printing Preferences* window, you should be presented with the *Quick Access* options. Set the following:
- Staple: 2 at center
 - Duplex: Open to Left
15. Click OK.



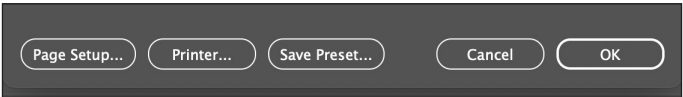
16. Click OK.



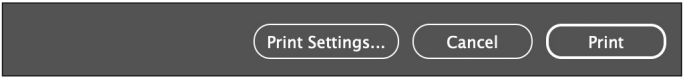
17. Click Print.



18. Click OK.



19. Click Print.



Your print document should now be sent to the printer and printed into a booklet.