

## Digital Saddle Stitch Setup

1<sup>st</sup> Step: Determine the number of pages in your booklet.

It is very important to know that the front and back cover of your booklet count as pages in your booklet. Therefore when you create a new document in InDesign make sure the number of pages you input include your front and back cover.

Example:

1 Front Cover + 1 Back Cover + 22 inside pages = 24 pages in Total.

Once you have determined the number of pages, make sure that number is divisible by 4. If it is not divisible by 4 you will need to include black pages in your document. A BOOKLET CANNOT BE BOUND IF THE NUMBER OF PAGES IS NOT DIVISIBLE BY 4!

Example:

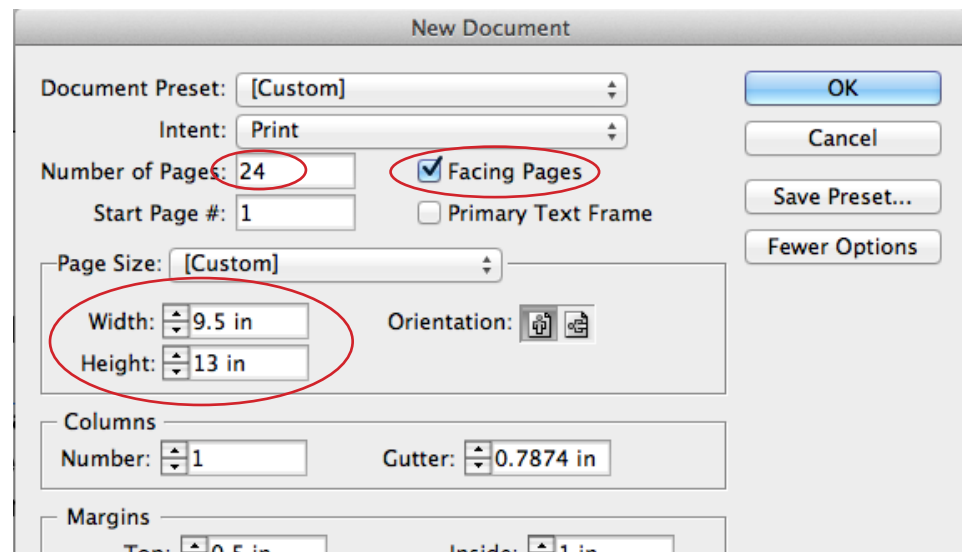
24 pages ÷ 4 = 6 (Good for binding)

23 pages ÷ 4 = 5.75 (Can't be bound, add one more page in this case)

2<sup>nd</sup> Step: Creating a new document in InDesign.

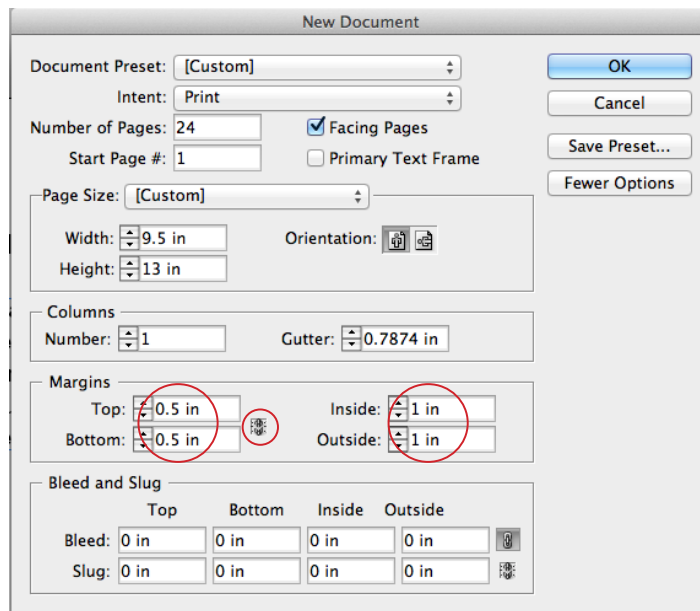
To create a new document go to File, new, document.

- Input the number of pages you determined in step 1.
- Make sure "Facing Pages" is selected
- Input the proper size of your booklet.



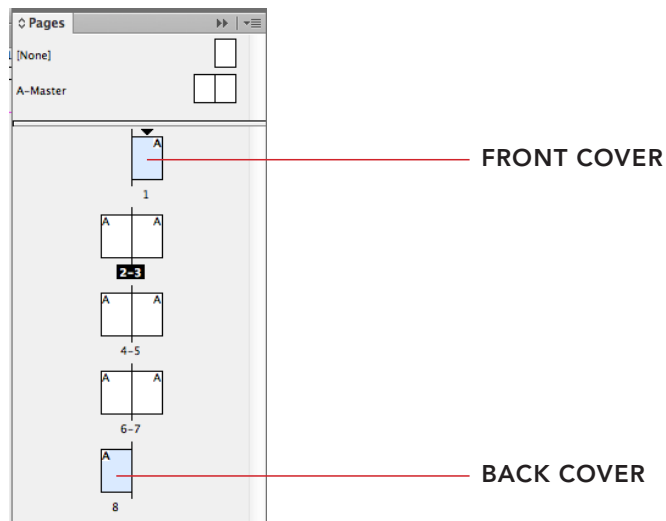
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For your margins make sure the link button is set to “unlink” like shown below. Set your top and bottom margins to 0.5 inches. Then set your inside and outside margins to 1 inch then select OK.



**3<sup>rd</sup> Step:** Now you are ready to work!

When working on your booklet keep in mind that the first page is your front cover and the last page is your back cover so design accordingly.

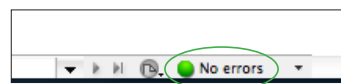


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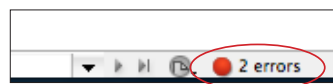
Once the booklet is designed in InDesign, these are the following steps you need to do before going to get it printed.

**1<sup>st</sup> Step:** Make sure that there are no errors on the Document!

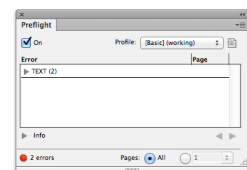
On the bottom left hand of your InDesign window you will see a red or green dot. If the dot is green and says "no errors" then you are ready to save. If it's red and says "errors" you must double click on the red dot. A Preflight window will appear telling you where your errors are. PLEASE FIX ERRORS BEFORE SAVING.



**READY TO SAVE!**



**DOUBLE CLICK...**

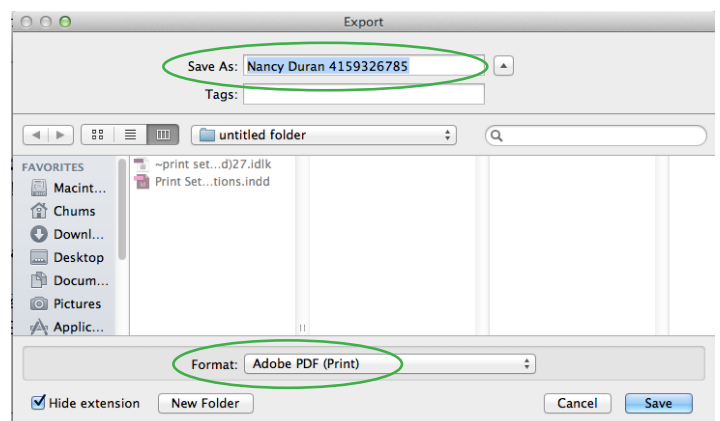
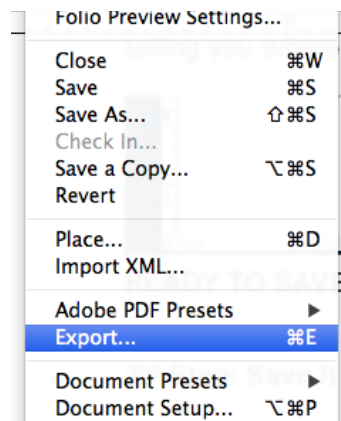


**FIX ERRORS.**

**2<sup>nd</sup> Step:** Save it as an InDesign file.

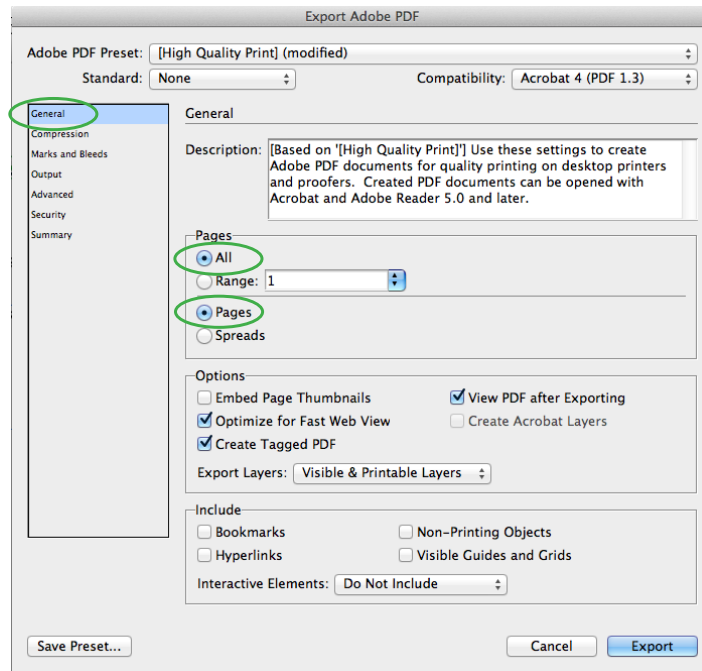
**3<sup>rd</sup> Step:** Saving as a PDF.

- Go to File, and Export.
- Please provide YOUR name and phone number as the file name. Make sure the format is selected to "Adobe PDF (Print)" and click save.



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- After clicking save, an Export Adobe PDF window will appear. In the General tab make sure Pages is selected to "All" and "Pages" but do not export yet!



- Select the Marks and Bleeds tab and make sure EVERYTHING is unchecked. Once that is done select Export. Now you are ready to print your final. Bring the PDF file in a flash drive to the print shop.

