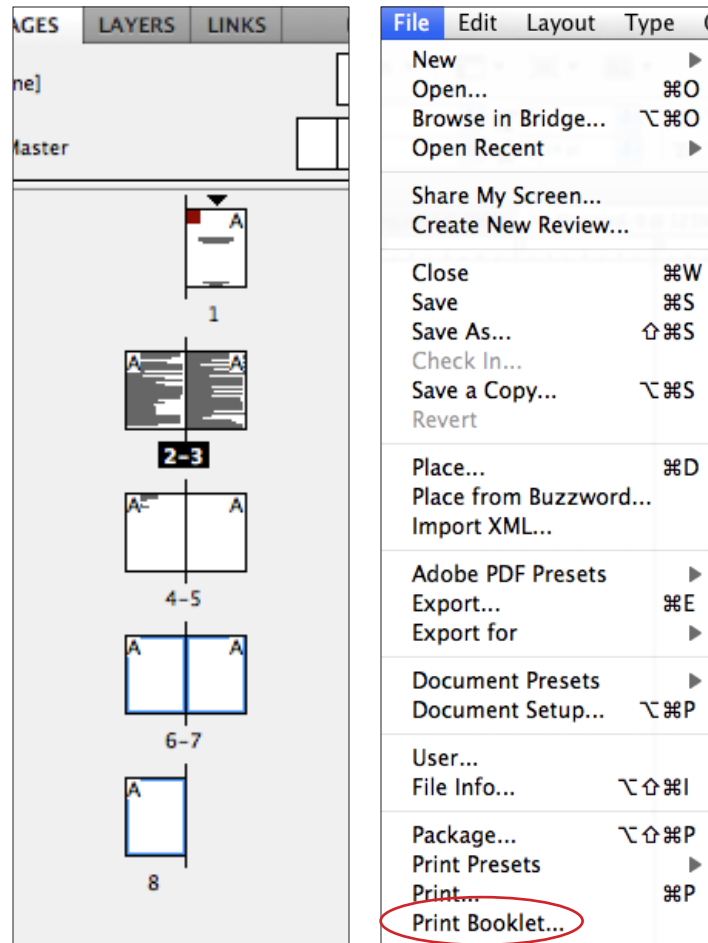


## Inkjet Saddle Stitch Booklet

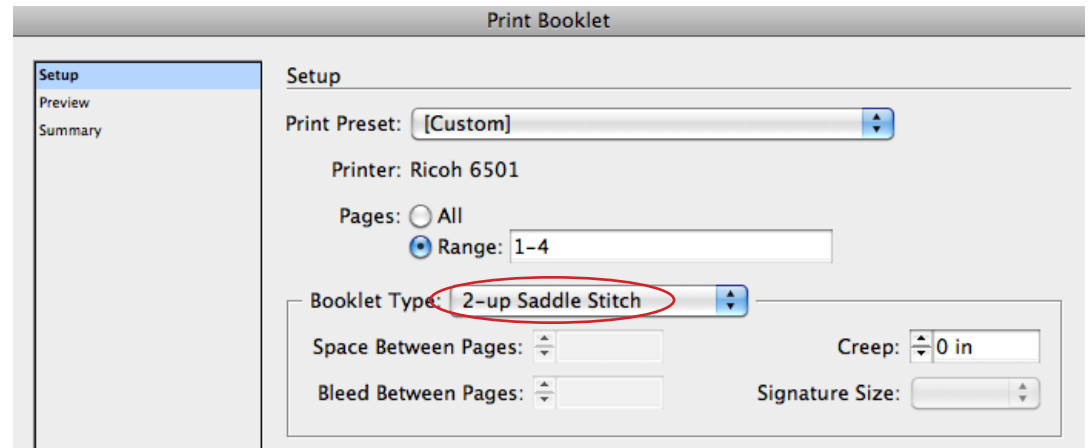
**1<sup>st</sup> Step:** The most important thing that you must check is that your document is set up in increments of 4 pages. 4 (cover, 1, 2, back cover), 8 (cover, 1,2,3,4,5,6, back cover), and so on otherwise you will need to insert blank pages



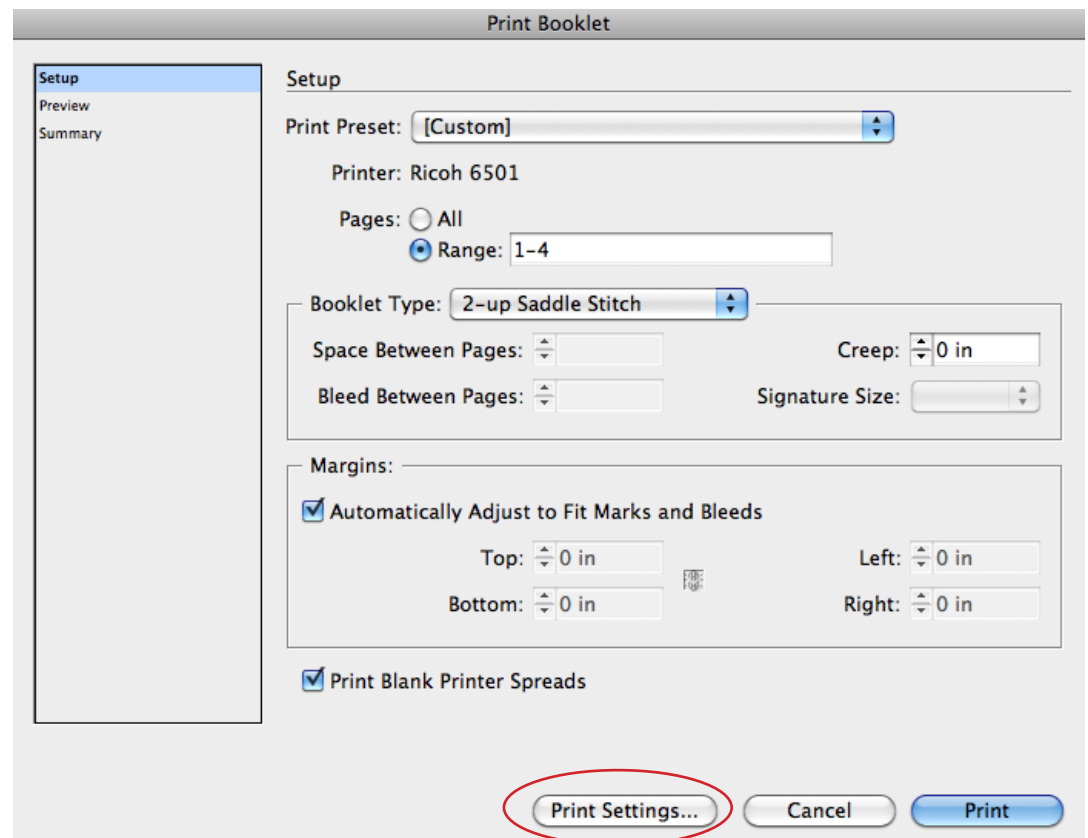
**2nd Step:** In InDesign, after you've checked your page counts, go to File > Print Booklet.

## Inkjet Saddle Stitch Booklet

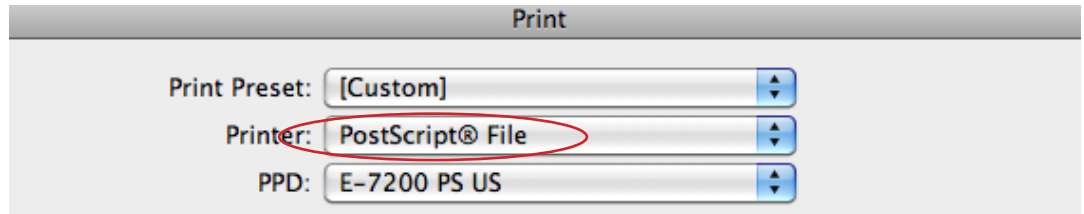
**3rd Step:** Confirm booklet type is 2-Up Saddle Stitch.



**4th Step:** Click on Print Settings

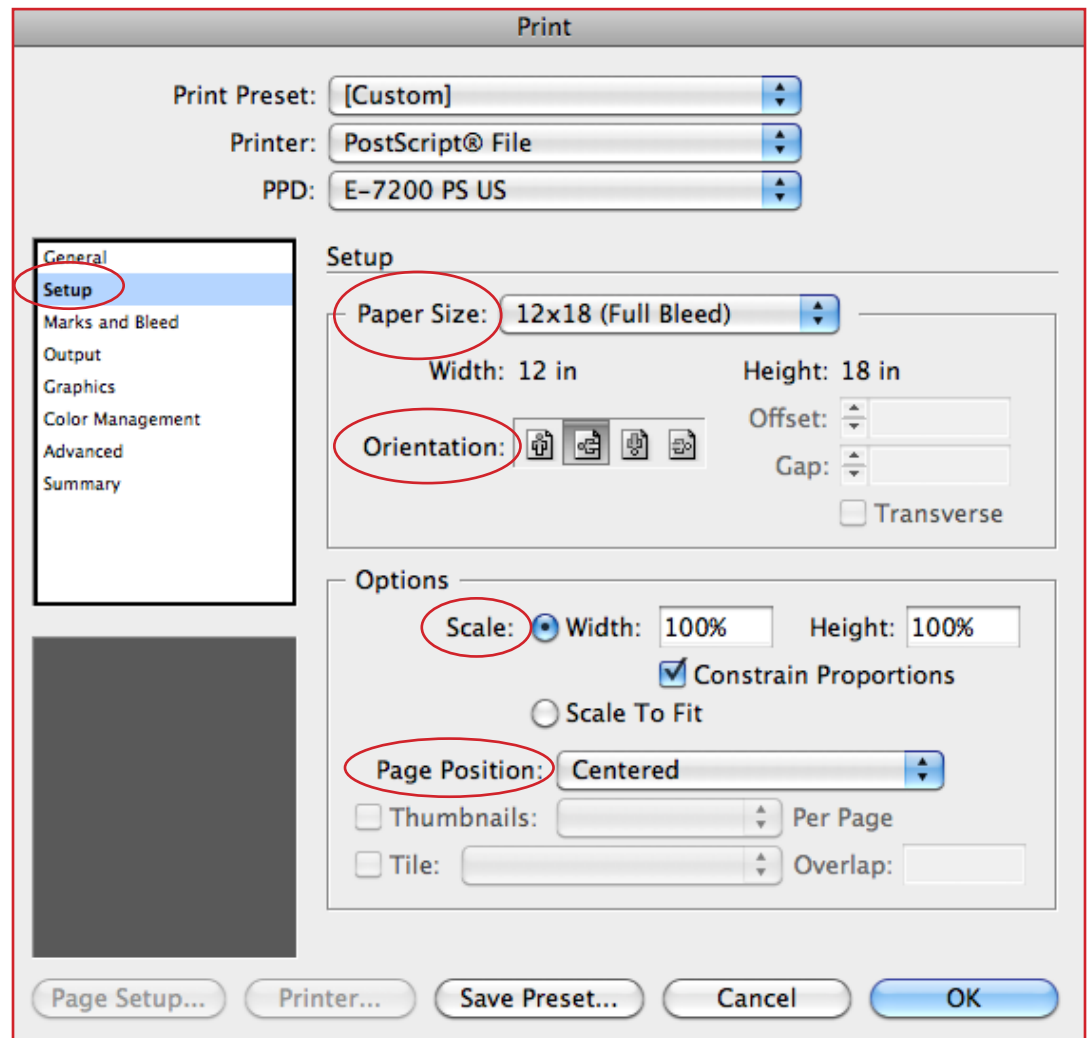


## Inkjet Saddle Stitch Booklet

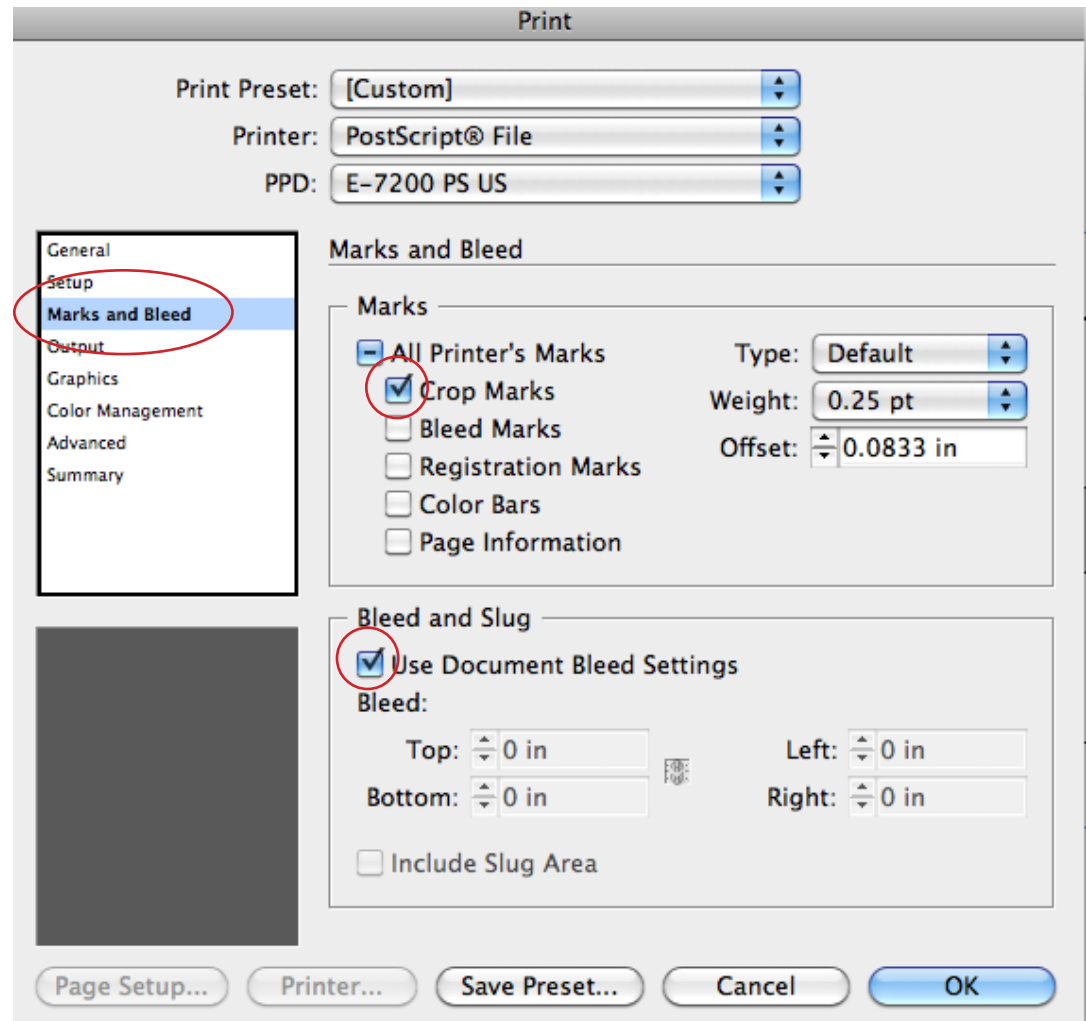


**5th Step:** From the Print Settings window, choose your Printer to PostScript File. This PostScript file will help us create a PDF that is print ready.

**6th Step:** Click Setup on the left panel in the Print Settings window. In this window, check your paper size, orientation, scaling, and page position (I like to use Centered for my page position).



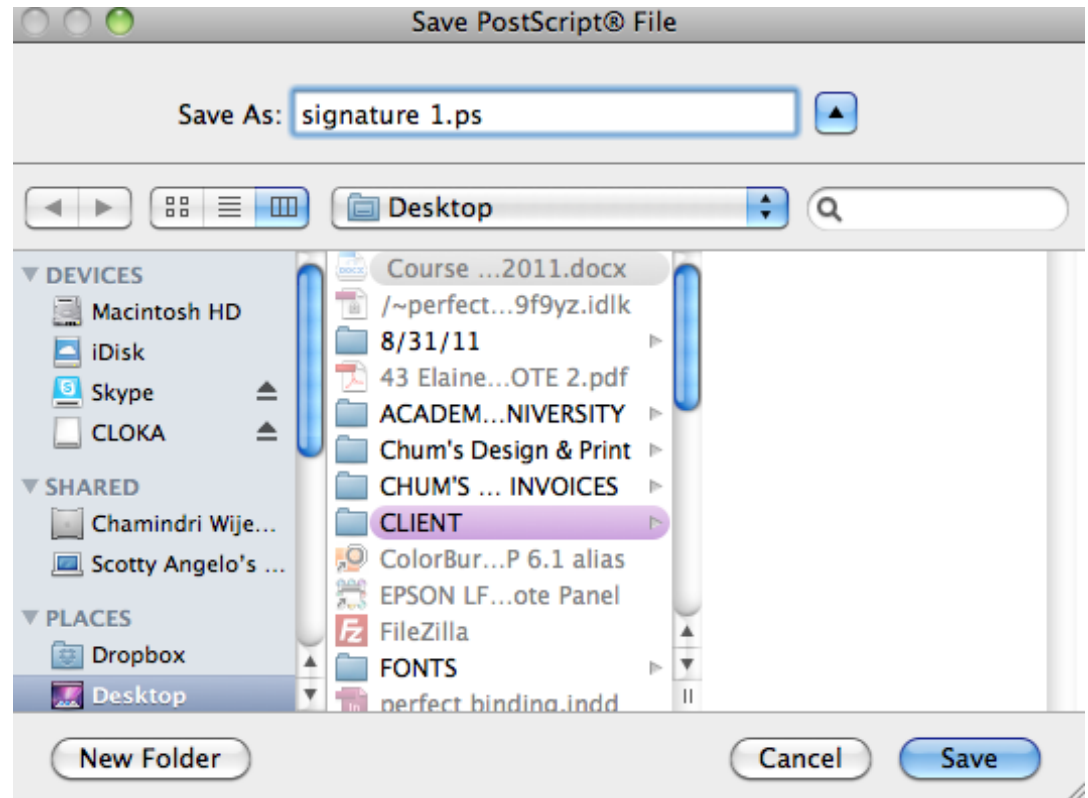
## Inkjet Saddle Stitch Booklet



**7th Step:** Next, moving on to Marks and Bleed, make sure the box is checked next to Crop Marks, as well as the box marked Use Document Bleed Settings (this will apply the bleed settings you picked when you created the file). Click OK.

**8th Step:** Choose Preview from the left panel to confirm that everything looks correct. In the Messages window, under the preview of your document, it will show you if there are blank pages in your setup.

## Inkjet Saddle Stitch Booklet



**9th Step:** When you are ready to create your PostScript file click on Print and select the location/folder that you want to store your booklet. InDesign automatically adds the extension .ps in the name. Click Save.

**10th Step:** After saving the PostScript file, you will need to use Adobe Acrobat Pro in order to convert the PostScript file into a PDF file. You can do this by dragging your booklet PostScript file into Adobe Acrobat Pro. It will then open in Adobe Acrobat Pro, which allows you to save the file as a PDF for print.