How to Print Booklet + Duplex Print

Within your InDesign document, make sure the number of pages is a multiple of four. Go to File > Print Booklet Choose Print Settings at bottom of box

[In Print Settings Window/General] Choose Printer: tab_color_hp Check Print Blank Pages

[In Print Settings Window/Setup] Paper Size: 11x17 Choose icon for landscape orientation Scale 100% Page Position: Centered Choose Printer at bottom of box

. Printer: tab_color_h : Presets: Standard Copies: 1 Coll E T Sider Pages: 🕑 All O From: 1 Layout 0 Pages per Sheet 1 Z \$ U1 fN 0 Two-Sided Short-Edge binding Elip horizontally in (?) (PDF +) (Preview) Cancel Print Page Setup... (Pri Save Preset... Cancel OK.

[In Print Window] Check Two-Sided (next to Collated) Choose Two-Sided: Short-Edge Binding Choose Print

FINAL STEP: [In Print Booklet Window] Choose Preview to make sure all looks correct Choose Print



To print bleeds

Do steps below before FINAL STEP

[In first Print Booklet Window] Uncheck Margins: Auto Adjust to fit Margins and Bleed

[In Print Settings Window/Setup] Scale 95% to fit two 8.5x11 pages on 11x17 sheet For smaller book sizes, leave at 100%

-Print Preset: [Custom] Secur Printer: tab_color_hp -PPD: HP Color LaserJet CP6015 Marks and Bleed Mairlet : All Printer's Marks Type: Default Crop Marks . Weight: 0.25 pt Offset: +0.0833 in Registration Marks Color Bars Page Information and Slug e Document Bleed Settings 17 in -旨 17 in Тор ÷0.125 in Left: ÷ 0.125 in 121 ÷0.125 in Right ÷ 0.125 in Bottom Include Slug Area (Page Setup...) (Printer...) (Save Preset...) (Cancel) OK

[In Print Settings Window/Marks+Bleed] **Check Crop Marks Check Registration Marks** Uncheck Use Document Bleed Settings Set Bleed to .125 on Top, Bottom, Left, Right



Print Booklet