

# How to Print Booklet + Duplex Print

Within your InDesign document, make sure the number of pages is a multiple of four.

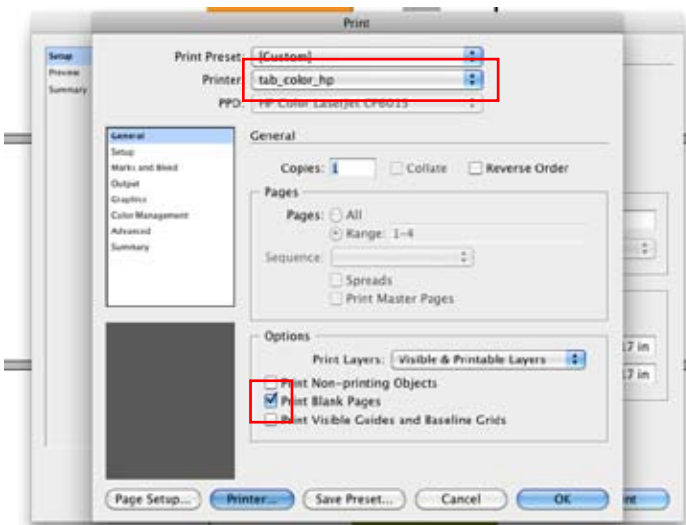
Go to File > Print Booklet

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]

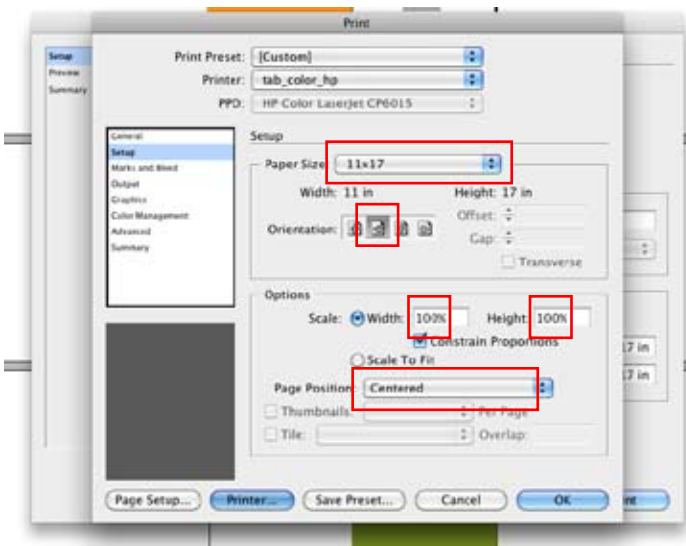
Paper Size: 11x17

Choose icon for landscape orientation

Scale 100%

Page Position: Centered

Choose Printer at bottom of box

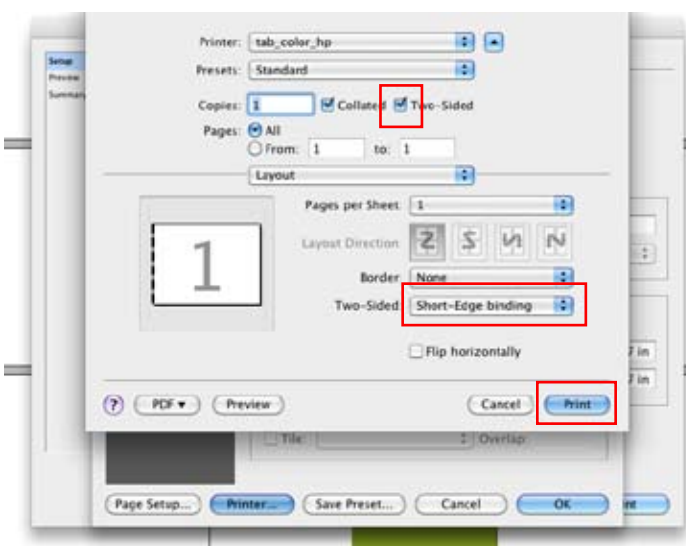


[In Print Window]

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

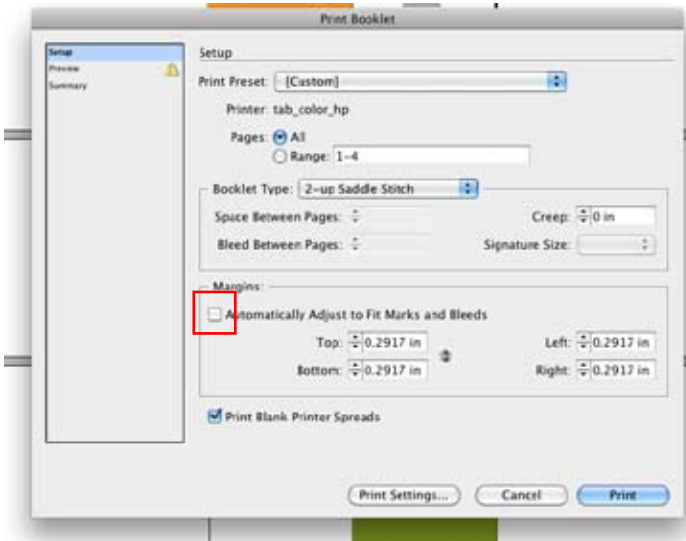
Choose Print

# To print bleeds

Do steps below before FINAL STEP

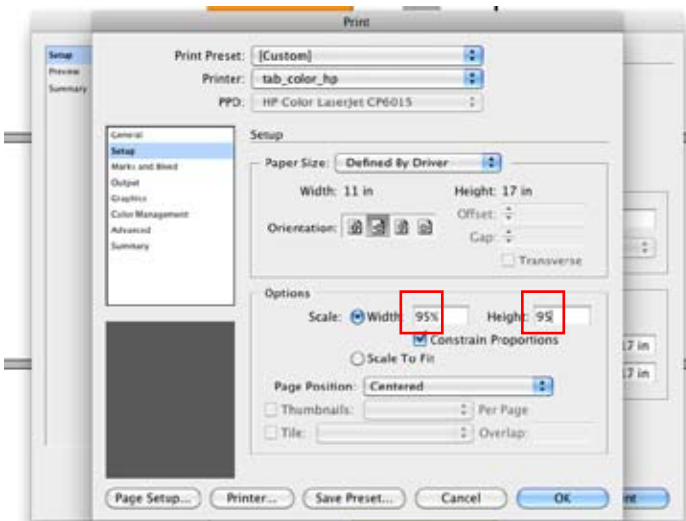
[In first Print Booklet Window]

Uncheck Margins: Auto Adjust to fit Marks 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%



[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

