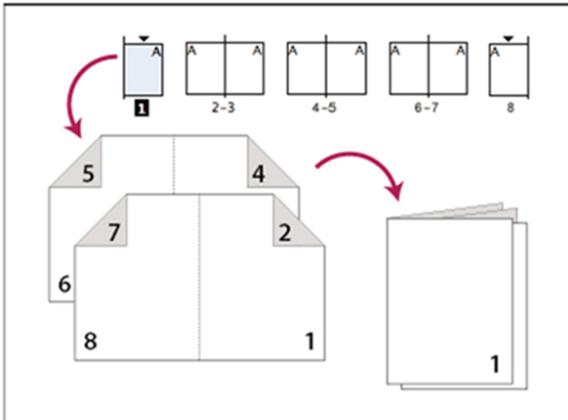
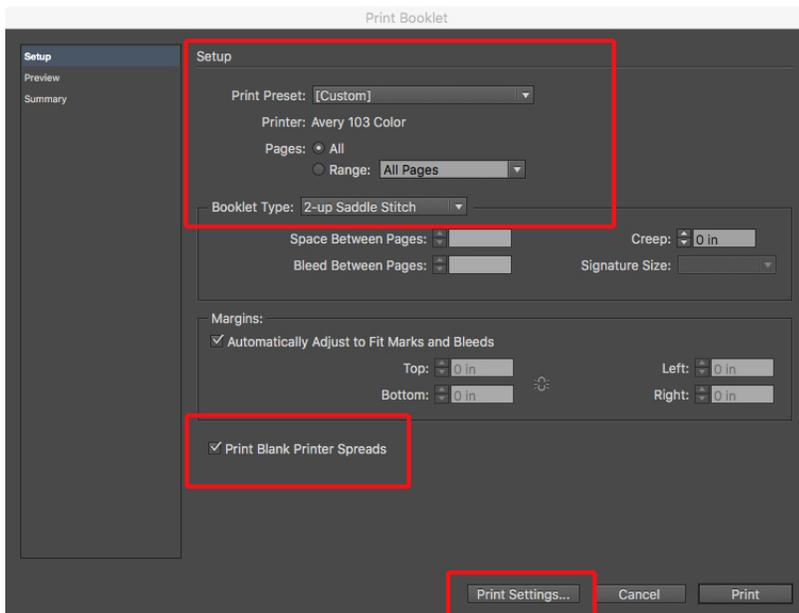


The Print Booklet feature in InDesign lets you create printer spreads for professional printing. For example, if you're editing an 8-page booklet, the pages appear in sequential order in the layout window. However, in printer spreads, page 2 is positioned next to page 7, so that when the two pages are printed on the same sheet, folded, and collated, the pages end up in the appropriate order. (You may have a 12-page or 16-page booklet.)

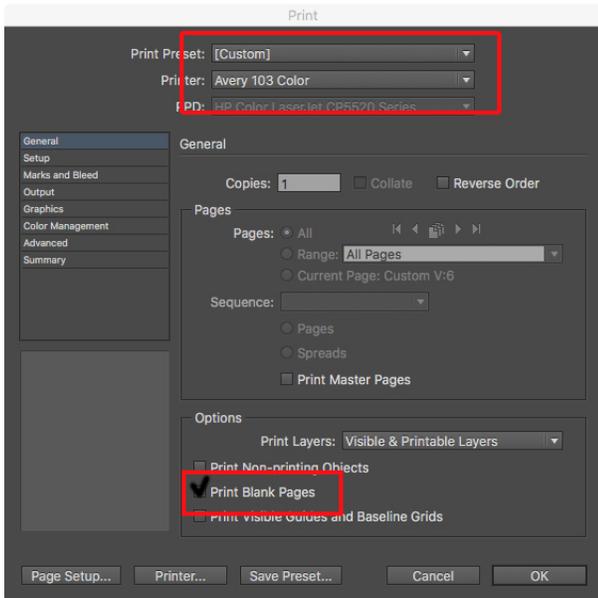


To print your booklet using the double-sided setting on the **Avery 103 color printer**, follow **these steps**. Pay special attention to the areas with red boxes around them.

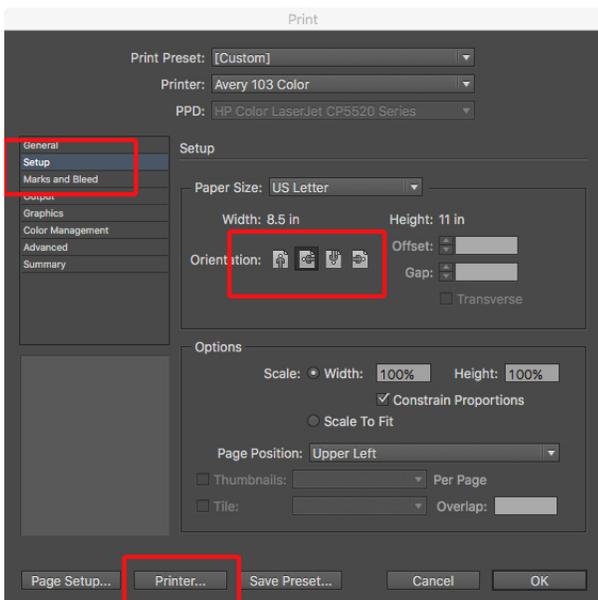
1. Go to **File > Print Booklet**
2. The Print Booklet dialog box opens. Make sure **Print Preset** is set to **Custom** and **Pages: All** is checked and **Booklet Type** is **2-Up Saddle Stitch**. Also make sure that **Print Blank Printer Spreads** is checked. Then click the **Print Settings** button at the bottom.



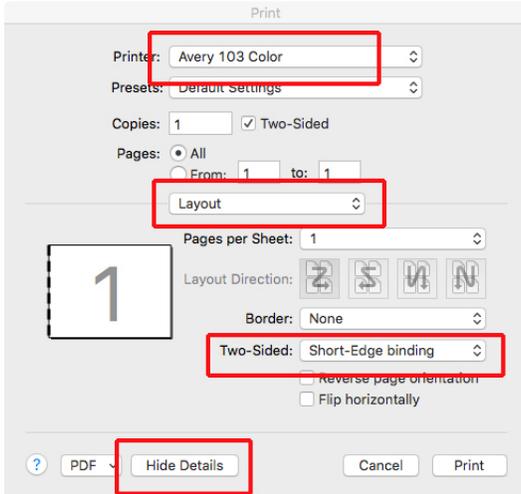
3. The **Print** dialog box opens. Under **Printer**, choose **ColorPrinter_Avery103**.



4. Then highlight the **Setup** option in the left menu of the same dialog box. Make sure you have **landscape** orientation selected. Then click the **Printer...** button at the bottom of the window. (You may get a **Warning** dialog box regarding InDesign's Print dialog box. Just check "don't show again" and click **OK**.)

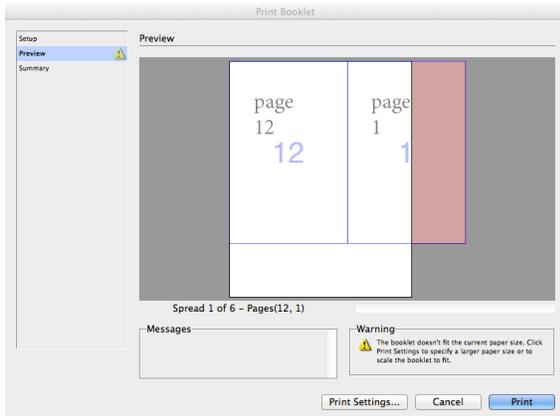


- This opens another **Print** dialog box (if your dialog box doesn't look like the one below, click the **Show Details** button at the bottom to expand it). Make sure **Printer: Avery 103 Color** is selected. In the bottom half of the box, the **Layout** menu should already be selected. Under this, go to the **Two-Sided** option and choose **Short-Edge binding**. Then click the **Print** button.

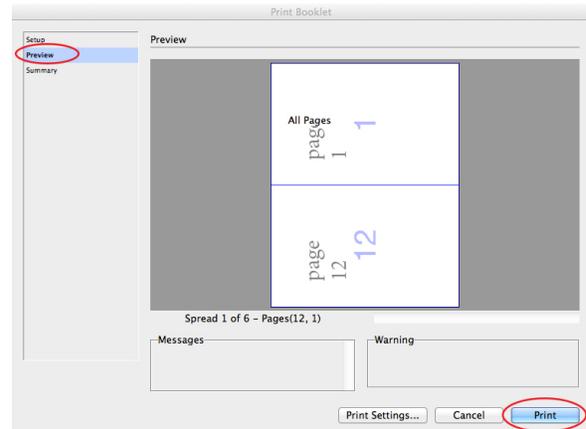


- Click **OK** in the previous **Print** dialog box (the one from #3-4 on this sheet).
- Now you are back to the first **Print Booklet** dialog box. Highlight the **Preview** option in the left menu to make sure your preview looks right. (If it does not, you probably didn't select **landscape orientation** in #4.) Click the **Print** button if your preview looks right.

NO:



YES:



- Your booklet should print from the Avery 103 color printer, double-sided, with the pages collated properly so when you fold the book in half it reads left to right, 1-12, or 1-16, or 1-20, etc. Don't try to grab the pages one at a time as they print: To print on both sides, the pages feed out and then pull back into the printer, so you don't want to take a page before it's fully printed. Also, if you leave the pages alone until the printing is finished, you should simply be able to fold the whole stack in half and all your pages will be in the right order! **MAKE SURE YOU PRACTICE PRINTING EARLY SO YOU DON'T HAVE LAST MINUTE PROBLEMS!**