



INDESIGN 4.0

Workshop Objective

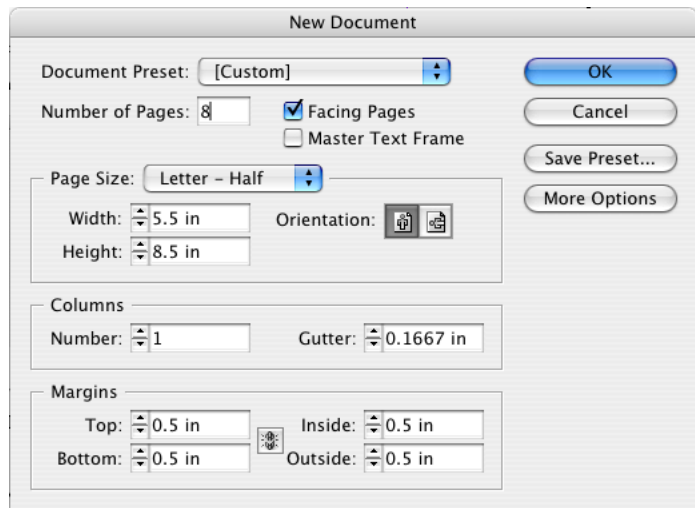
Design a basic Booklet or Zine:

This handout covers Document Set-up, working with Graphics and Text, and Print Layouts for creating a booklet.

Document Setup (Layout Options)

To start a new booklet:

1. Choose **File > New > Document**
2. Type the Number of Pages in your field, in this case 8 (we'll use 2 double sided 1/2 sheets of letter).
3. Select **Facing Pages** — gives you left and right-hand pages in your document.
4. Set the Page Size to:
Letter - Half
(Width and Height will be set automatically unless set to Custom).
5. Set orientation to **Portrait**.
6. Setting the Margins: choose .5 in all around.
7. Enter 1 as the Number of Columns 8. Click OK.



To access your layout settings in an existing document

If you've already started a document, choose

1. **File > Document Setup** to adjust your page size and orientation
2. **Layout > Margins and Columns** to modify columns, margins and gutters

Master Document (Pages Palette)

Master Pages work like templates for your document or book. Any text, objects, or graphics you place on the Master Page will appear on all your pages—for example, Headers and Footers. Notice the A in the pages laid out in the Pages palette below the Master Document area. You can apply more than one Master Page to any pages in your document or book.

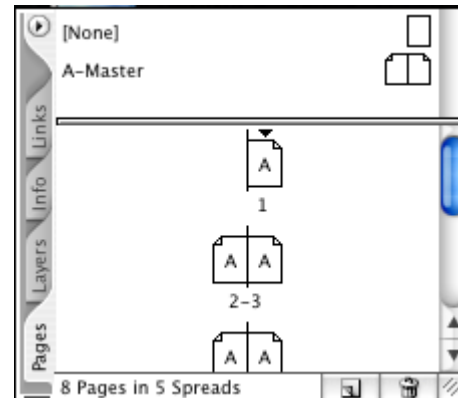
To work with the Master Document:

1. Double-click A-Master in the Pages Palette.

To work with specific pages in your document:

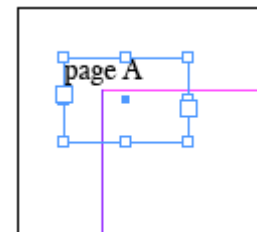
1. Double-click on Page 1 in the Pages palette, choose View > Fit Page in Window.

(Note: Spread is when you are utilizing Facing Pages).



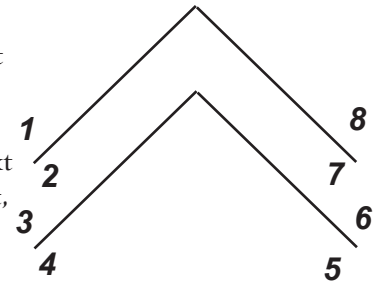
Add automatic page numbers

1. Open the Master document
2. Draw a text box where you'd like the page numbers to occur
3. Make sure the cursor is in the text box and select **Type > Insert Special Character > Auto Page Number**
4. Auto page numbers are represented by the letter "A"
5. Exit the master Document and you should now see an automatic display of your page numbers



Creating Booklets with InBooklet

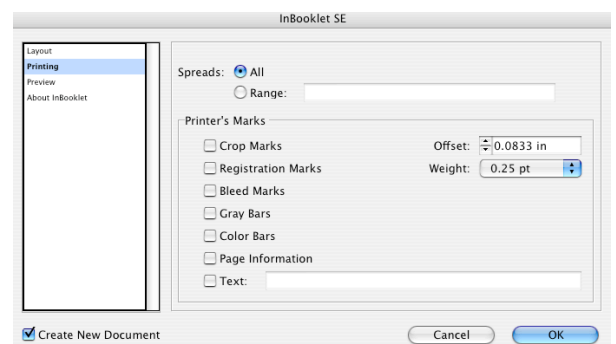
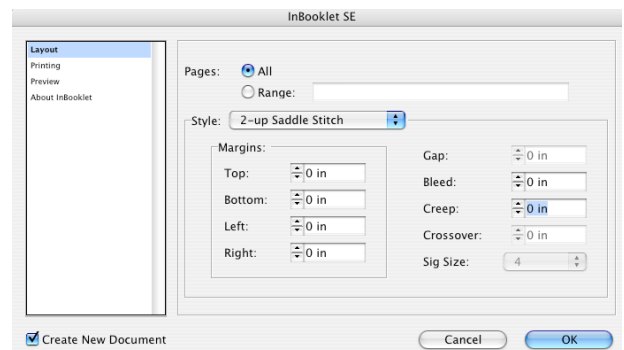
The InBooklet SE plug-in creates printer spreads for printing booklets. A printer spread refers to two or more pages that fall next to each other on a sheet of paper. For example, if you're editing an 8-page booklet, the pages appear in sequential order in the layout window. However, in printer spreads, page 2 can be 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.



Note: The process of creating printer spreads from layout spreads is called imposition. It is generally easier to work in Layout Spread where the pages are ordered sequentially. Converting your project to a printer spread using InBooklet should be done just before you're ready to print.

Create a printer spread from your completed InDesign layout spread:

1. Complete the layout of your project. Tip: Remember when you're creating a booklet InDesign will double the width of the document to fit two facing pages. If you're final booklet prints to letter size (8.5" x 11") you should set up your original layout spread for each page to be letter-half (5.5" x 8.5").
2. Choose **File > InBooklet SE**
3. To convert the entire spread choose **All**, otherwise you can specify a range
4. Choose a binding style. 2-up Saddle Stich works great for a 1/2 page folded and stapled
5. Set the Margins and Bleed to 0 in otherwise an additional margins will be added to your document's margins
6. Make sure the **Create New Document** is checked so that you can preview the new layout, otherwise you will only be able to print.
7. Click the **Printing Settings** in the left hand column and uncheck all of the boxes
8. Click **OK** to generate your print layout



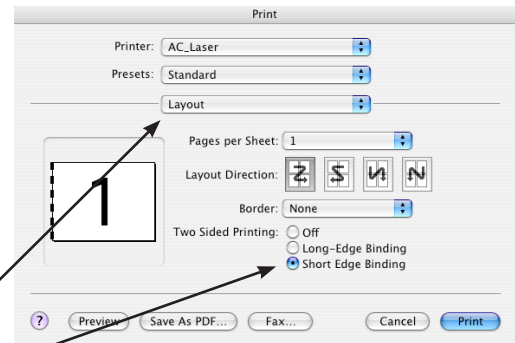
Tips on printing your booklet:

When you're ready to print your layout, you will need to set the appropriate double sided printing options.

Select **File > Print** to access these options

Set up duplexing properly

1. Select the **Printer** button at the bottom of the window and choose AC_LASER
2. Select **Layout** from the drop-down menu
3. Choose **Short Edge Binding**
4. Hit the Print button to apply the change



Page Setup to print

1. From the Print window choose Page Setup
2. Choose AC_LAser from the Format For drop down box. This SHOULD NOT say Any Printer
3. Click OK
4. Click Print to send your print job to the printer

