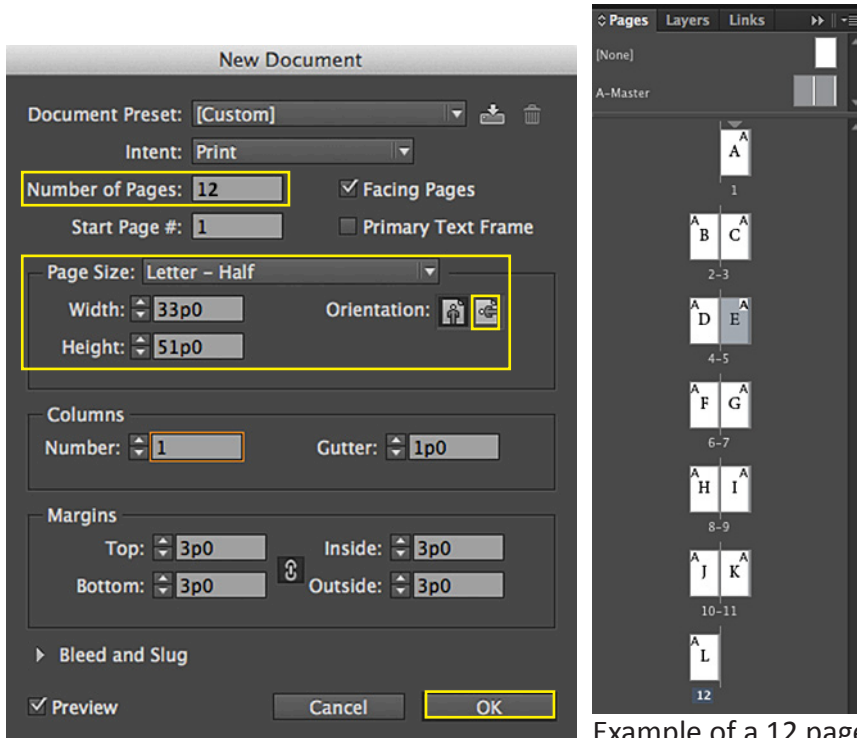


Create Booklet Document

1. In InDesign, go to **File > New > Document**

2. Set number of pages and booklet page size. Booklet pages should be set to a multiple of 4. **Press OK.**

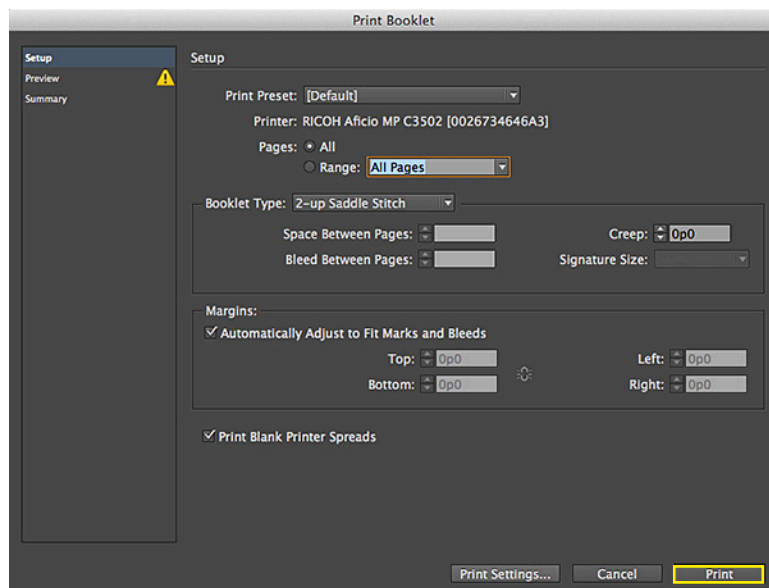


Example of a 12 page booklet.

Print Booklet

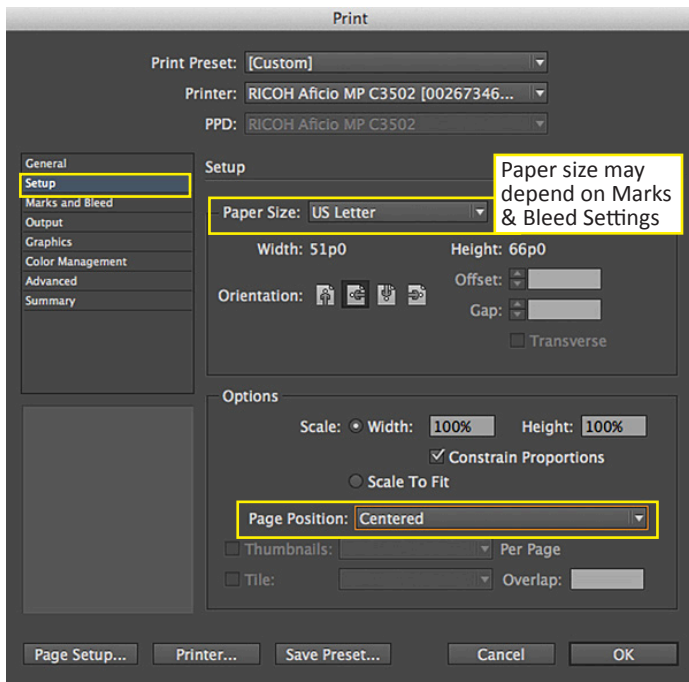
1. To print, go to **File > Print Booklet**

2. Click **Print Settings**



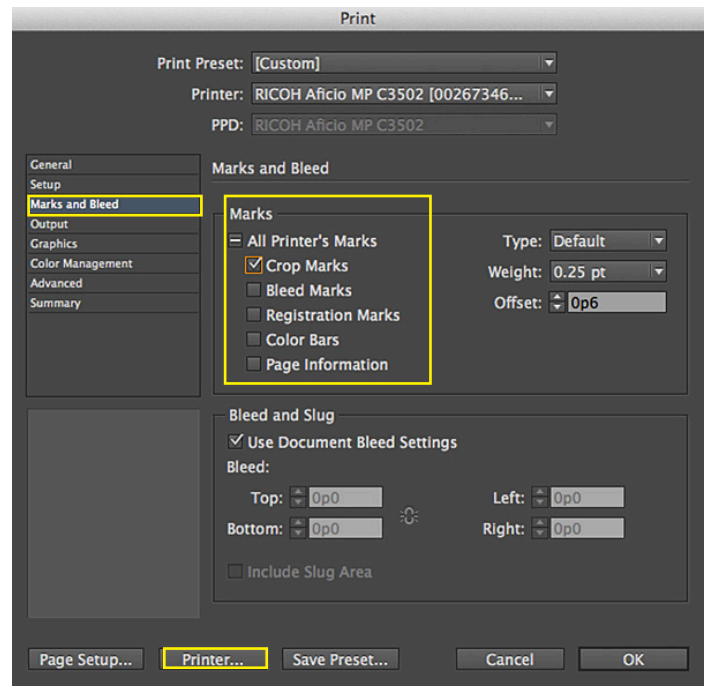
3. Select **Setup**.

Set **Paper Size** and set **Page Position** to **Centered**.



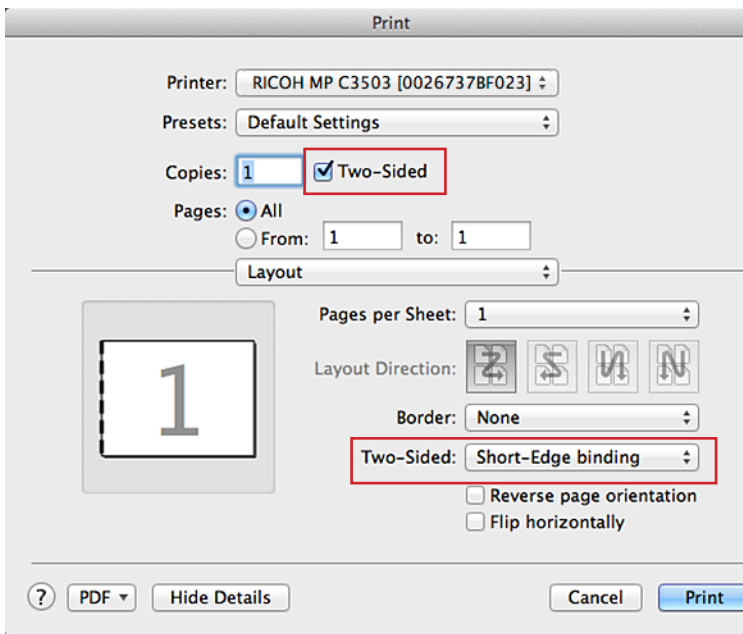
5. Select **Marks and Bleed**. Turn on Crop Marks if necessary.

6. Click **Printer**.

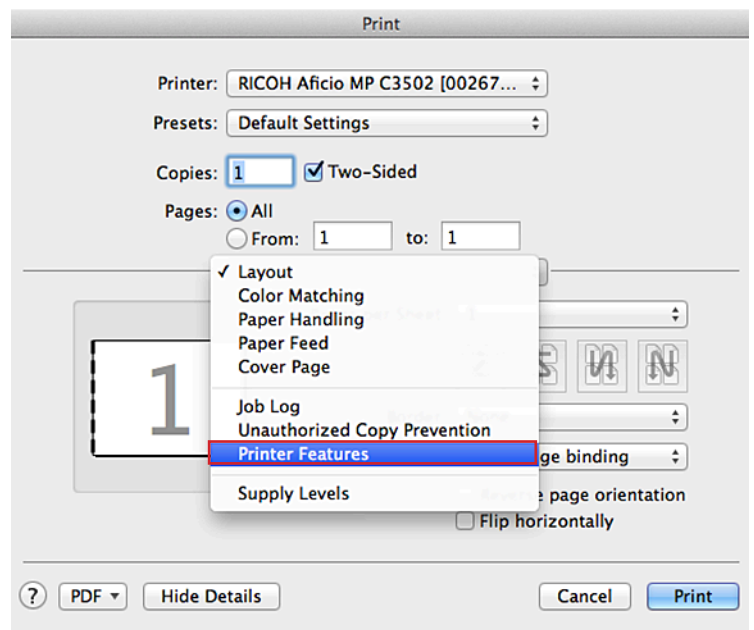


7. Add a check mark for **Two-Sided** Printing

Select **Short-Edge Binding**

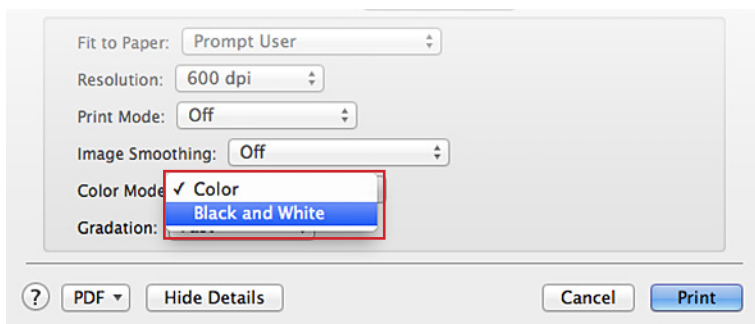


8. Select **Printer Features**.



9. Select **Black & White**

The Ricoh at Academy currently does not support color printing. Black and White must always be selected when printing.



10. Click **Print**.

11. Click **OK**.

12. Click **Print**.