

QUICK TIPS

Manually Arranging Pages for a Booklet:

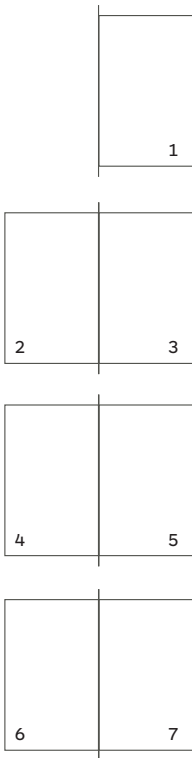
If saving your InDesign file with “spreads”, make sure that you have properly put the pages in the correct order.

Blank pages must be inserted by the student prior to submitting the print job.

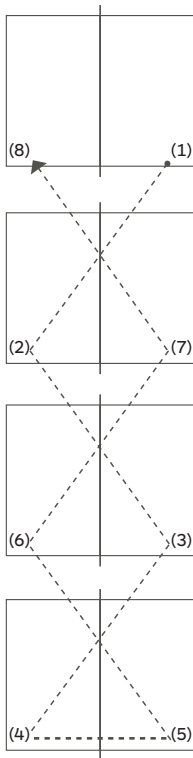
Select all document pages, and right-click to uncheck “Allow Selected Spread to Shuffle”.

The Imaging Center does not provide saddle-stitching booklet printing.

Starting Arrangement



Final Arrangement



For more information, check out our full Imaging Center Guide.