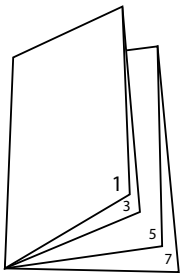
Imposing and Printing Books

Imposition is the printing of pages on a sheets of paper in a particular order so that they come out in the correct sequence when cut and folded. Proper imposition will insure that printing will be done in the fastest, most cost-effective way, simplifying binding, with no waste of paper.

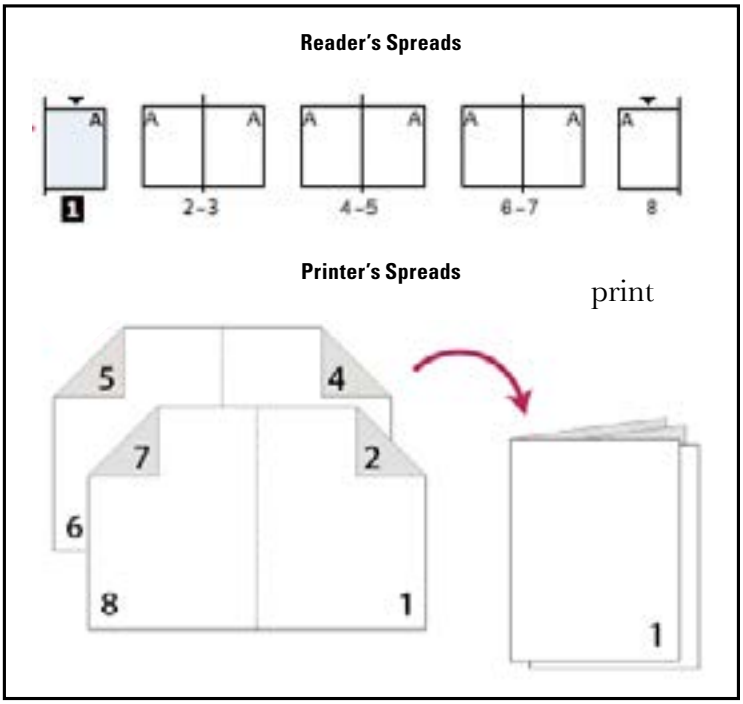
IMPOSITION IS EFFECTED BY FIVE DIFFERENT PARAMETERS:

1. format of the product: it can determine how many pages can be on a surface of the printed sheet.
2. number of pages of the printed product: it can determine how many sheet need to be paginated in order to obtain one product.
3. Paper fiber direction: in a durable and good product the paper fiber has to run lengthwise along the sine of fold, so this influences the position of the pages on the printed sheet.
4. Finishing and binding
5. Stitching method : is important to understand how the sheet are placed , in order to form the product, by forming signature.



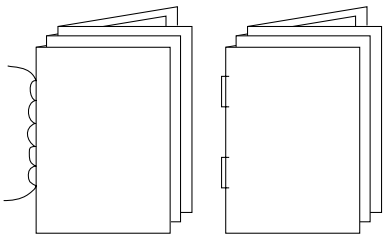
IMPOSITION DUMMY:
To understand how the pages of your book relate to each other, an imposition dummy should be made. This is done by folding sheets of paper in the way the printer's press will print and fold the product.

READER SPREADS
Until you are ready to bind together the final pages of your book, you will review your designs as **"Reader Spreads".** Once you are ready to print your final pages, you need to create **"Printer's Spreads"** by imposing the pages of your book.



BOOKLET TYPES
Determine the booklet type you are printing.

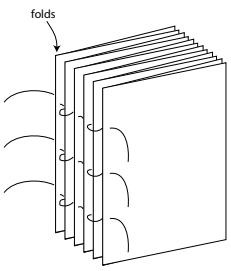
Print "2-Up Saddle Stitch"



Saddle Stiching
with thread or staples

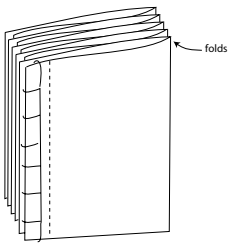
Your total number of pages must be evenly divisble by four... Be sure to check under "pages" before you print. Your document should be 8 pages, 12 pages, 16 pages, etc.

Print "2-Up Perfect Bound"

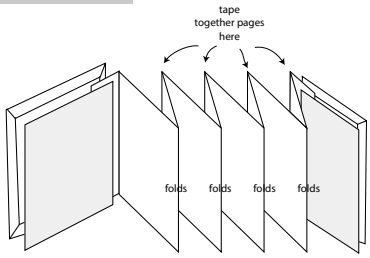


Coptic Stitch:
signatures are sewn on their fold lines at the spine

Print "2-Up Consecutive"

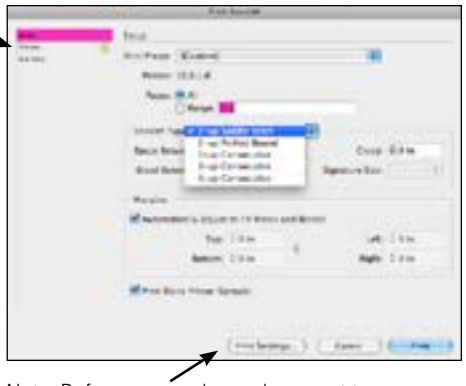


Japanese Binding
signatures are sewn at the edges creating the spine



Case-bound Accordion Fold
with endpapers

preview shows you which pages will be imposed next to which. Check against imposition dummy.



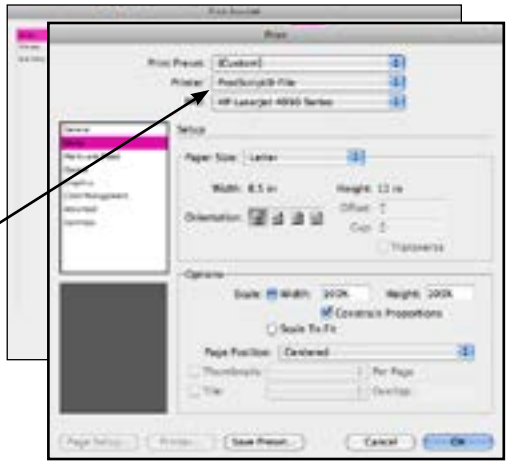
PRINT BOOKLET

1. Select **File>Print Booklet**.
2. In the **Print Booklet Dialog Box** click on **Booklet Type**. In the pull-down menu, select the **booklet type** that will work for the type of binding method you have chosen.
3. Click on **print settings** for proper formatting (details below.)
4. Click on **preview** in the upper left hand column of the dialog window to make sure the order in which your book will be imposed will work for you binding method.
5. Print directly to your desktop printer.

Note: Before you send your document to print, select **print settings>marks and bleeds** and select **crop marks** for your pages, change

STEPS TO OUTPUT AN IMPOSED PDF

To create a ***.pdf*** *file to print elsewhere, follow these steps...*



1. Follow step 1-4 above.
2. Under **Print settings,** change the printer to **Adobe PS** because you will first need to make a Postscript file that you will later convert to a pdf. At the bottom, check **print blank pages** if you left a page blank.
3. Under **setup** in the left column. leave the printer as **postscript file** but change the **PPD** to a **printer name** so the paper size, orientation, and positioning options, etc. become active.
4. Under **marks and bleed**, also on the left, choose **crop marks (trim marks) and bleed**, if you have added bleed images in your design (perhaps for more advanced InDesign users).
5. Under **output** make sure that your color selection is **CMYK**, not grayscale.
6. Click **OK.**
7. Go to **Preview** (upper left) and check that your pages are imposed as they should be by comparing them against the imposition dummy you have made by hand.
8. Click **print**.
9. A **.PS** (postscript file) will be saved to your desktop. To convert the document to a pdf just double-click on the file name to open it and **save as a pdf**.

TROUBLESHOOTING

If your file does not print correctly, check the following...

1. WRONG PAGE ORIENTATION! Go back over step #2 above and change the **print settings.**
2. PAGES IN WRONG ORDER! Perhaps you have pages with no content, go back and check **print blank printer spreads** and under **print settings** and check **print blank pages**.
   OR... Perhaps your number of pages for a saddle-stiched book is not divisible by four. Go into pages next and add or take away pages until you have a total number of pages that is a multiple of four. You may have to do some redesigning. For a better understanding, the imposition dummy is critical.
3. If your images are not fitting on the page, you may created a document that is larger than the paper size or did not allow room for crop marks to be added. Try scaling the entire document down to fit (or scaling up!) under **setup>options.**