

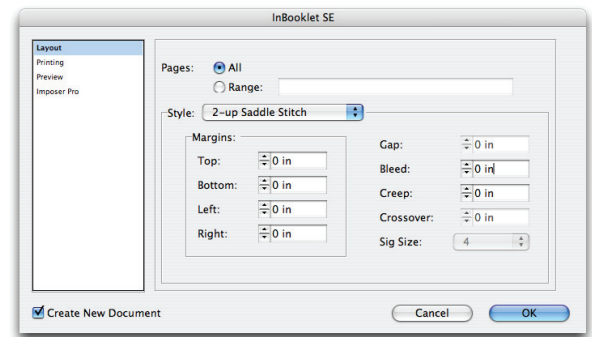
# Using InBooklet SE to Set Up Spreads

(Applicable if using InDesign CS2)

## Step 1

Open up the InDesign document you want to create a pdf from. (File > Open)

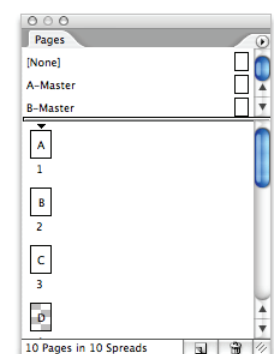
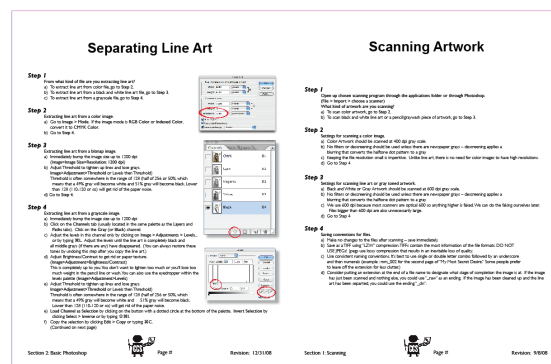
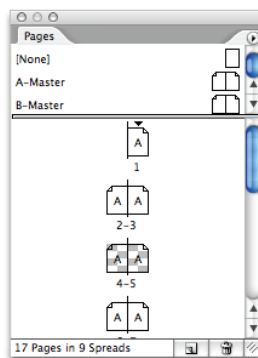
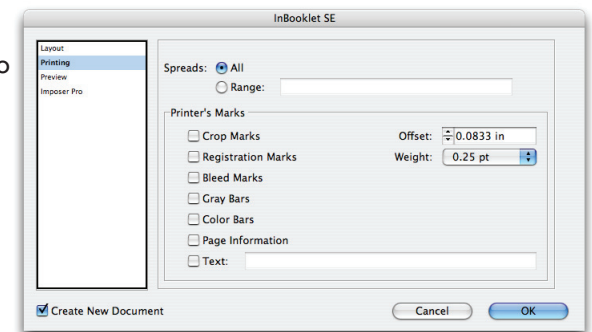
The way the InDesign file is now, the pages are set up consecutively. It's a great way to organize your information and lay out your book. However, this is not an appropriate form for printing. Using InBooklet SE will change your document into a spread format that is excellent for printing.



## Step 2

Navigating and setting up your file in InBooklet SE.

- Open up the InBooklet SE menu. (File > InBooklet SE)
- Reduce all the margins to 0. (The thinking is that you have already set your margins when you created the document, so you don't need to set margins that will ultimately augment your existing margins.)
- Click the **Create New Document** check box.
- Set the Bleed to 0. (The Bleed must be less than the margins set in this menu.)
- Set the type of document you are trying to create from the **Style Drop-Down** menu. (2-Up Saddle Stitch is for documents that you intend to saddle stitch, and 2-Up Perfect Bound is for documents that you intend to perfect bind.)
- On the left, select the **Printing** tab and make sure that all the check boxes for all the **Printers Marks** are turned off.
- Click the **Print** button. This will not print the file, but will instead create a new InDesign document laid out in spreads. Be sure to save this file separately from your base file immediately.
- You can now export your InDesign document to a pdf in spreads but referring to the **Creating a PDF from an InDesign Document instructions and starting at Step 2.**



(From left to right:-the page view of an InDesign document; two pages joined into a spread by InBooklet SE; the new page view of the same InDesign document, which now expresses spreads instead of individual pages. Remember, the most jarring thing about seeing your document in spreads is that pages you didn't intend to be adjacent to one another will be on the same paper. DO NOT WORRY, when the book is bound, all the pages will be in the right place.)