

Complete Printing Intro Guide

Updated 2024

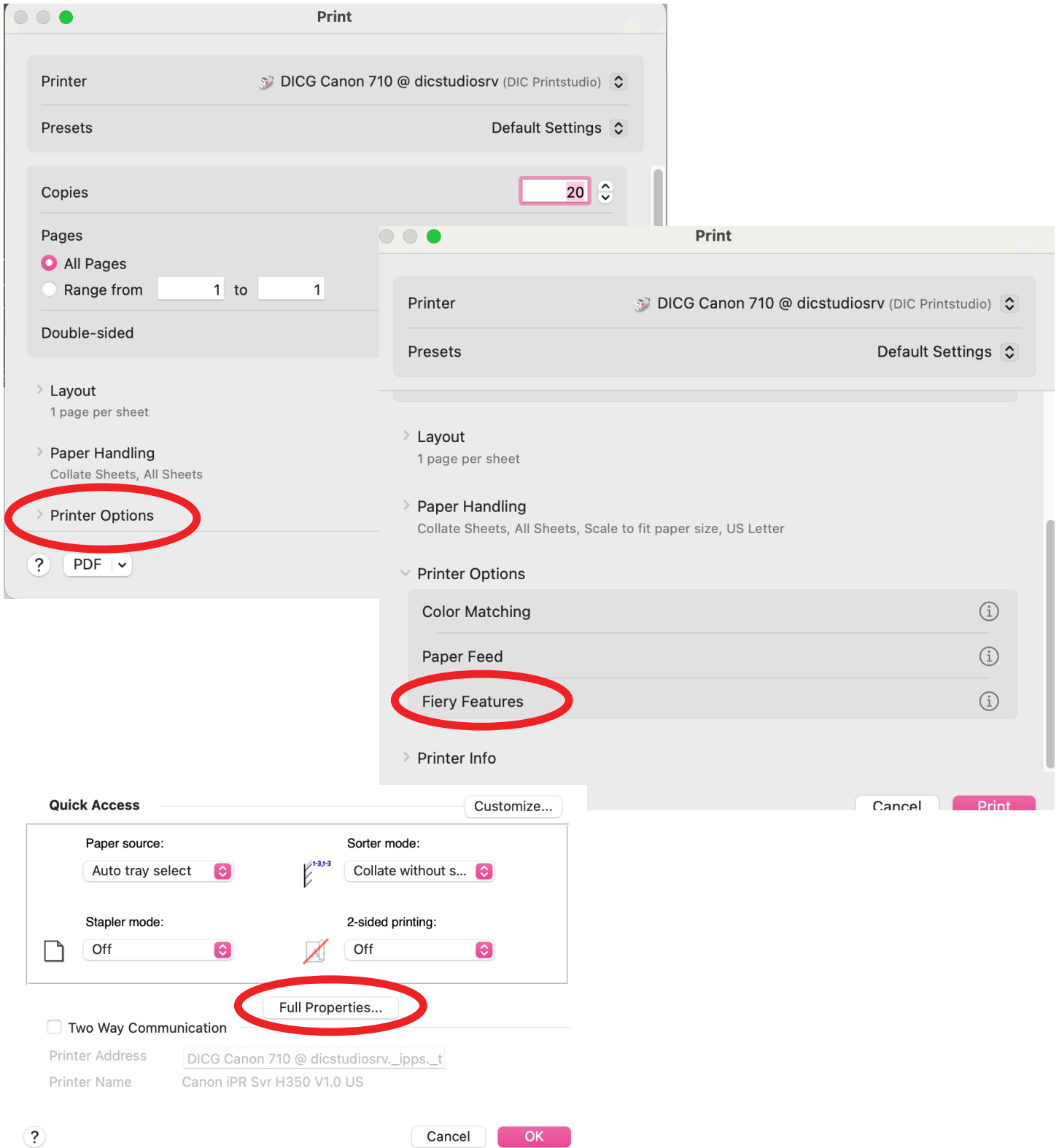


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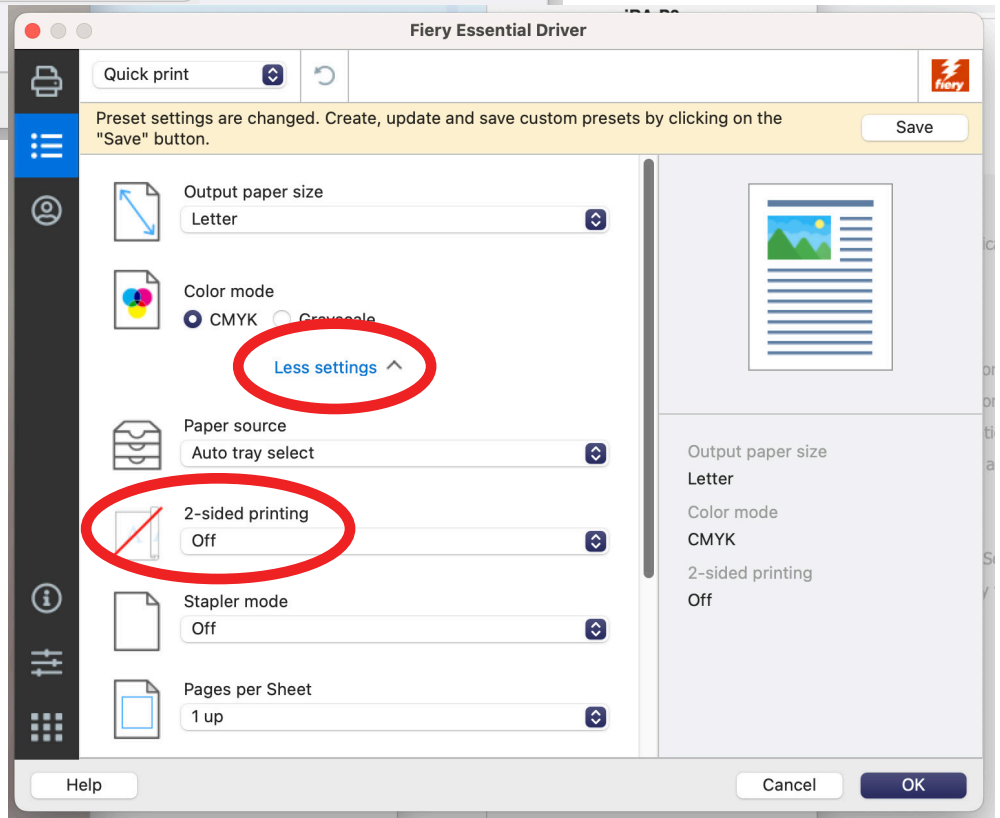
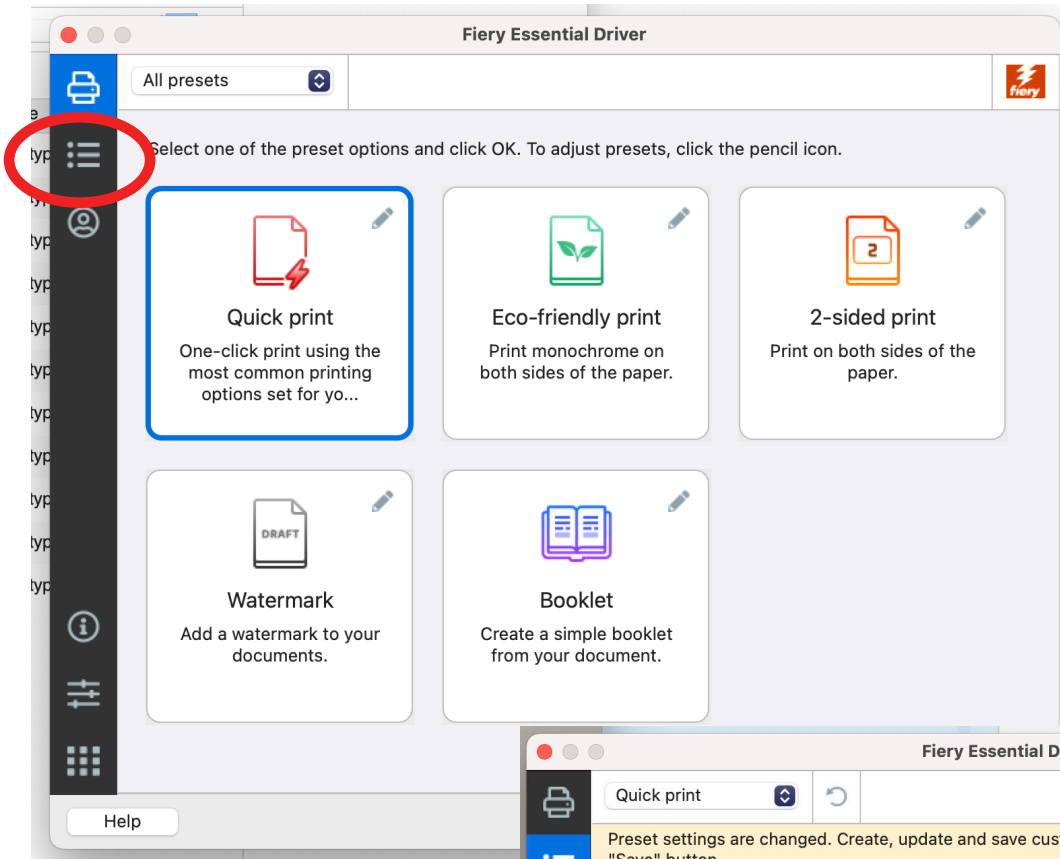
2-Sided Printing

2-Sided Printing



2 Sided Printing

Click the menu then more. finally turn off 2 sided printing.



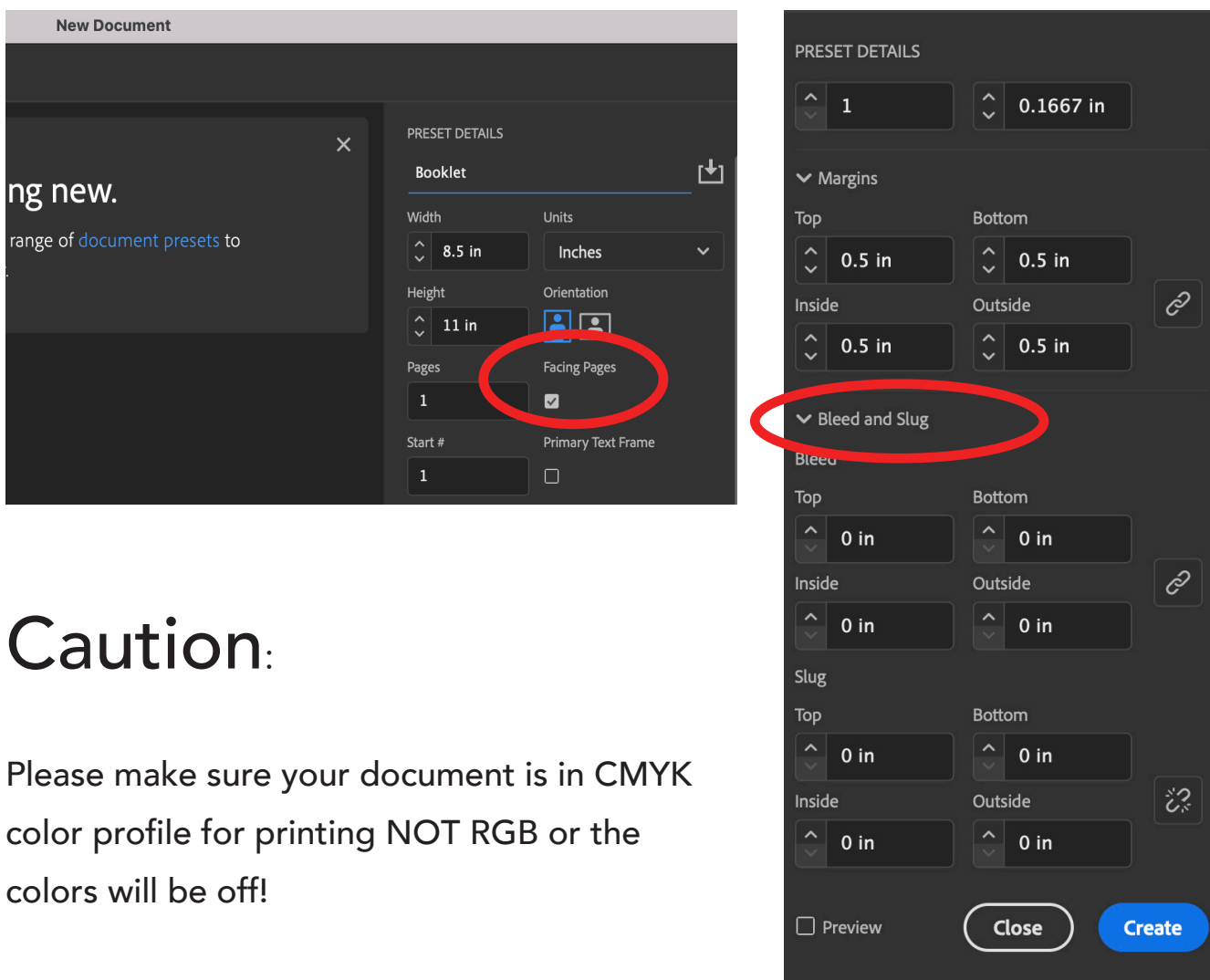
Note: If you are printing a booklet, make sure the 2 sided printing is set to short edge.

File Setup: Booklet

Booklet File Setup From InDesign

Always design your booklet in InDesign for the smoothest printing experience.

Please make sure you turn on facing pages and if you have full bleed images, make sure you add a bleed and print on one size up, as the printers do not print to the edge of the paper. You will ALWAYS have a white margin.

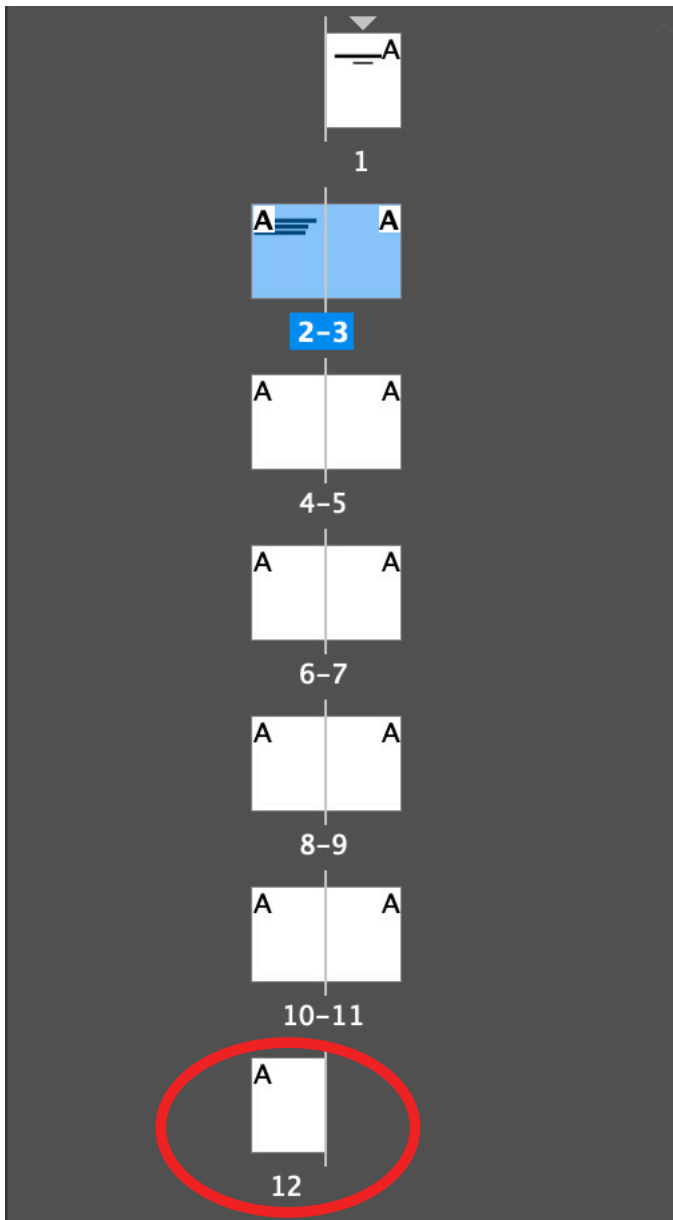


Caution:

Please make sure your document is in CMYK color profile for printing NOT RGB or the colors will be off!

Booklet File Setup From InDesign

Set up your indesign file with a total number of pages that are divisible by 4 (i.e. 4, 8, 12, 16, 20, 24 etc.)



Caution:

If your booklet is not divisible by 4 then blank pages will be added to compensate.

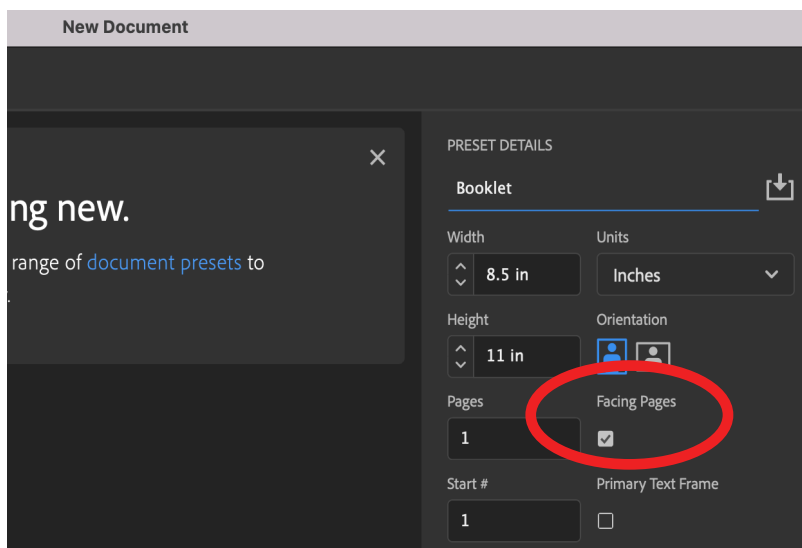
YOU CAN NOT DELETE THEM TO REMOVE THEM. THE NUMBER OF PAGES MUST BE DIVISIBLE BY 4 TO GET RID OF THIS PROBLEM.

File Setup: Perfect Bound Book

Perfect Bound Book File Setup

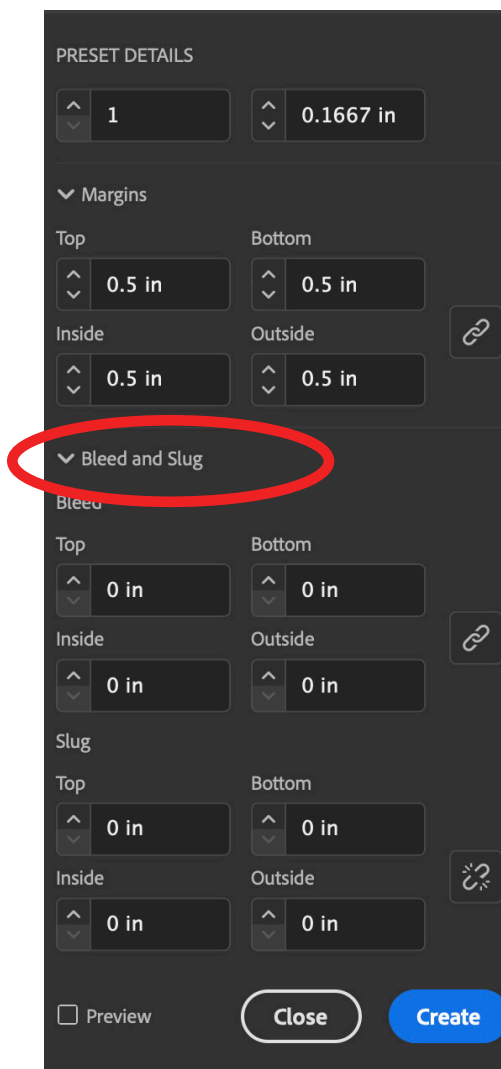
Always design your booklet in InDesign for the smoothest printing experience.

Please make sure you turn off facing pages and if you have full bleed images, make sure you add a bleed and print on one size up, as the printers do not print to the edge of the paper. You will ALWAYS have a white margin.



Caution:

Please make sure your document is in CMYK color profile for printing NOT RGB or the colors will be off!



Printing Booklets: Indesign

IMPORTANT: BOOKLET LIMITS

5560 - 28lb paper (THIN COPY STOCK): Maximum number of SHEETS: 20 /
Maximum number of PAGES: 40

Anything more than 20 sheets the printer will cancel the job.

v700 - 65lb paper (MEDIUM TEXT STOCK): Maximum number of SHEETS:
15 / Maximum number of PAGES: 30

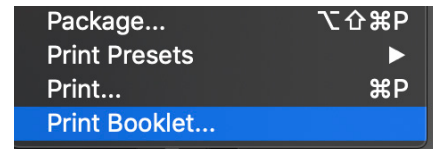
Anything more than 15 sheets will jamm the printer.

c710 - 80lb paper (THICK CARD STOCK): NO BOOKLET OPTION.

If your booklet is too large please fold and staple manually.

Printing Booklets From InDesign

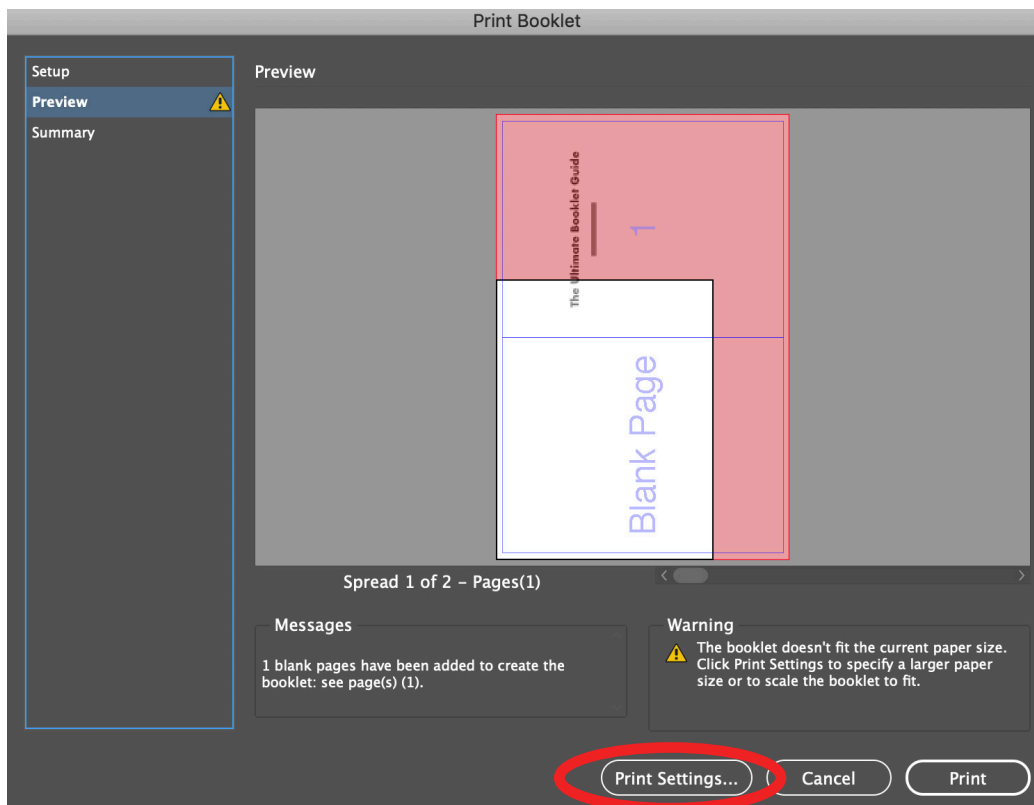
Chose File > Print Booklet



Make sure this option is checked



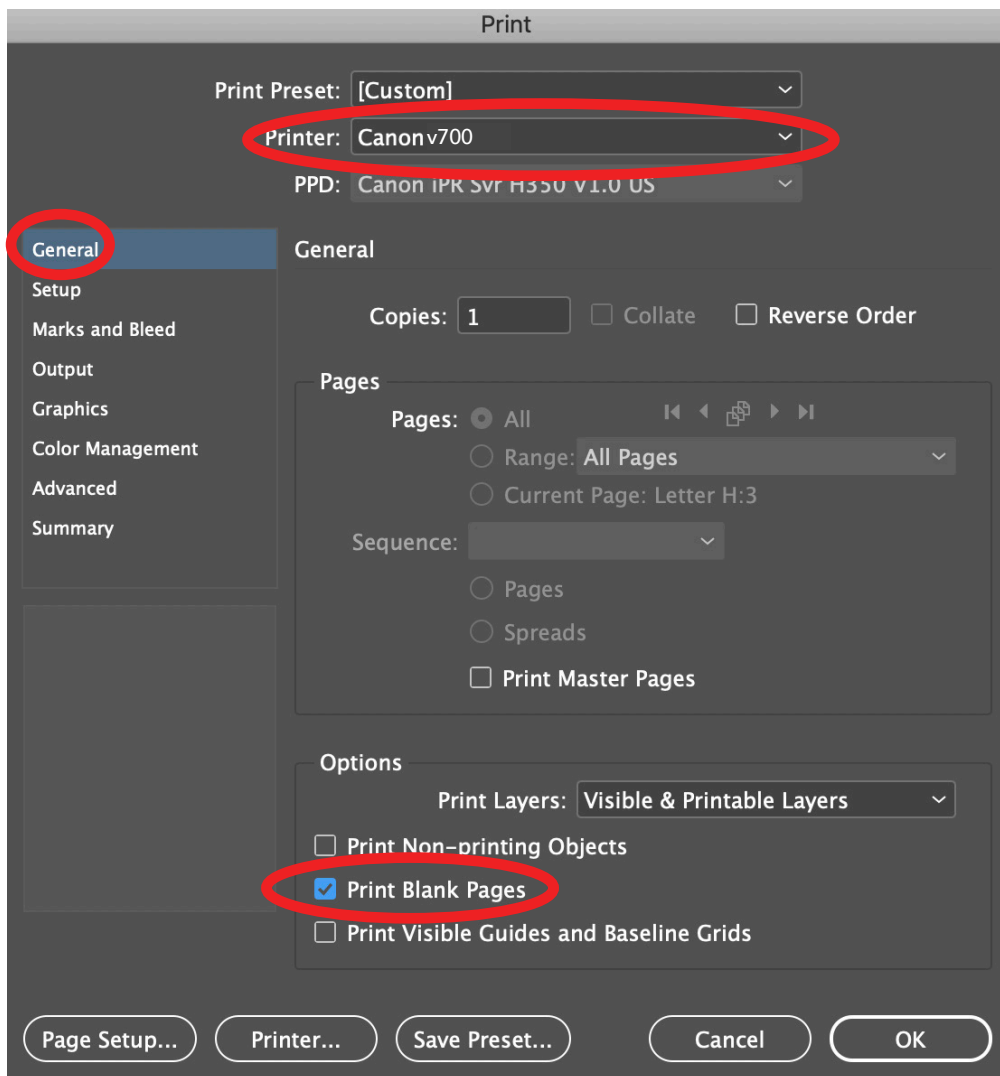
Next look at the preview window



This means your document is larger than your selected paper size. form here you would click print settings.

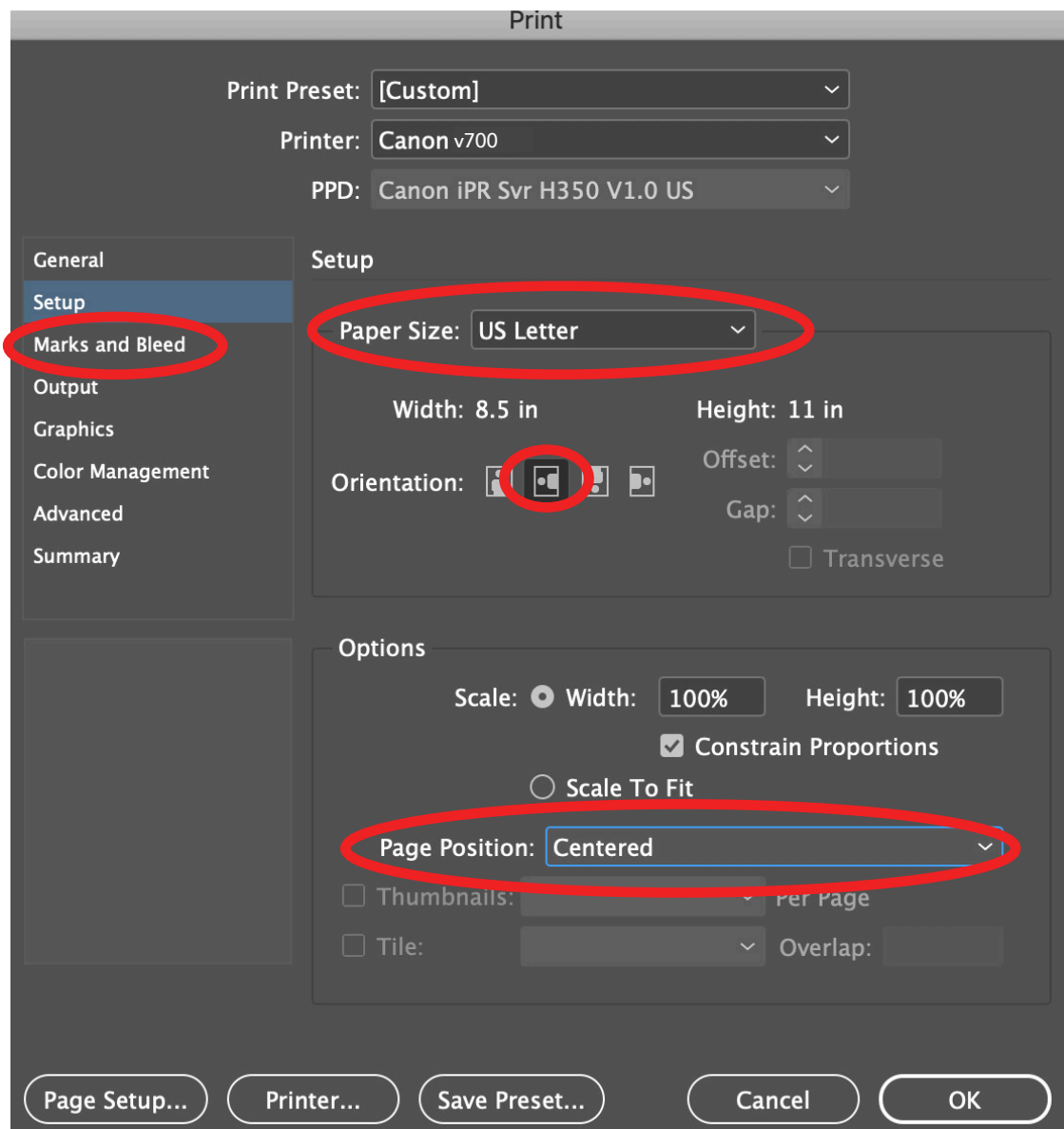
Printing Booklets From InDesign

Make sure the selected printer is the Canon C710. ALWAYS CHECK PRINT BLANK PAGES. Next click setup to select paper size.



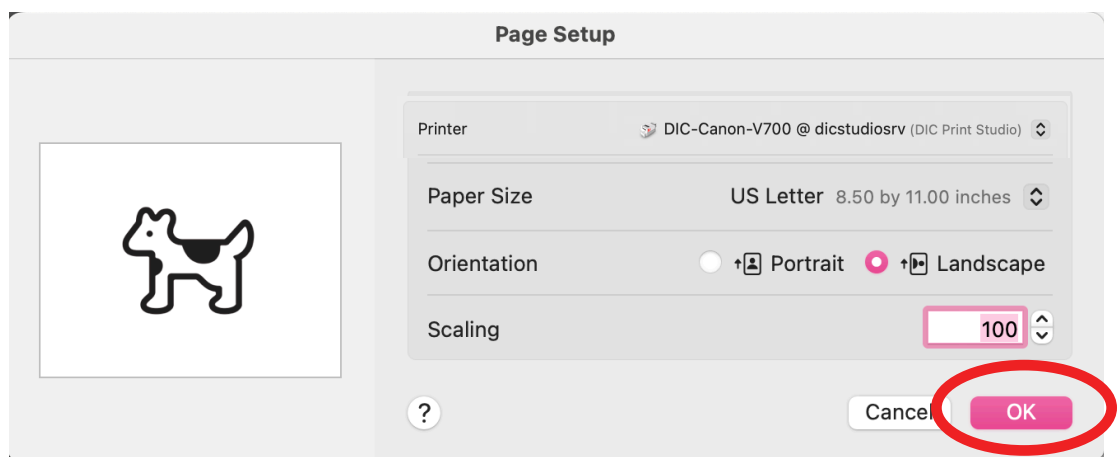
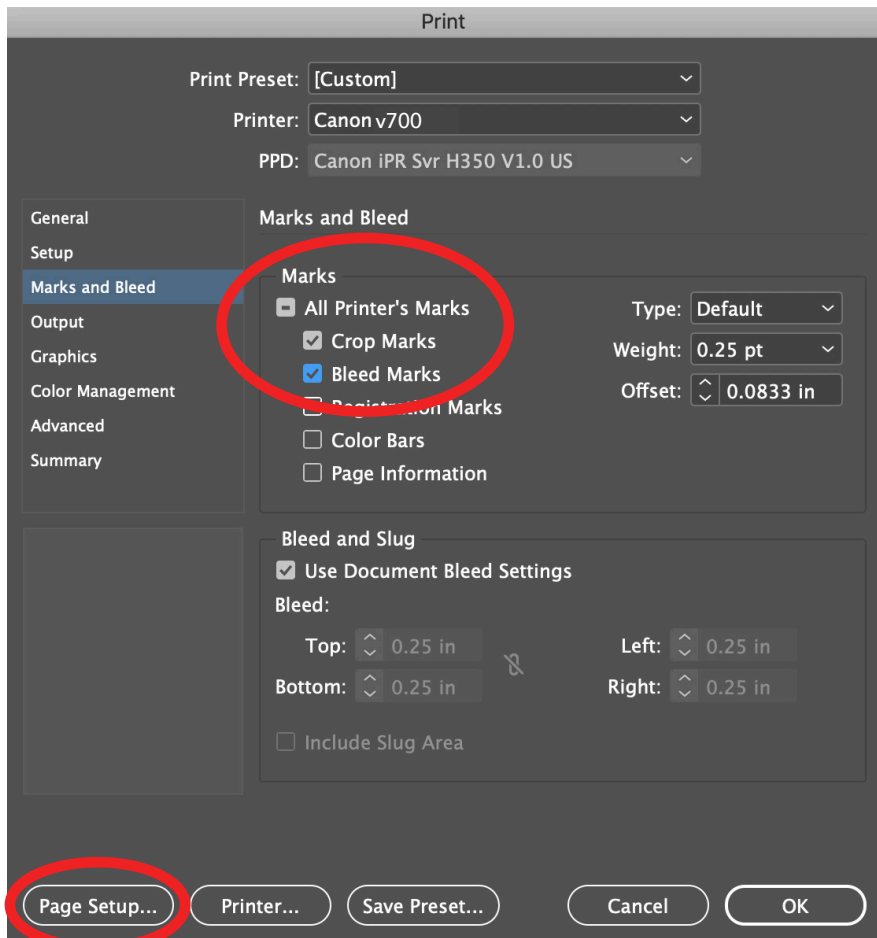
Printing Booklets From InDesign

After selecting your paper size, you must select your orientation. More often than not it will be landscape. Next for page position select centered. Then move on to Marks and Bleeds



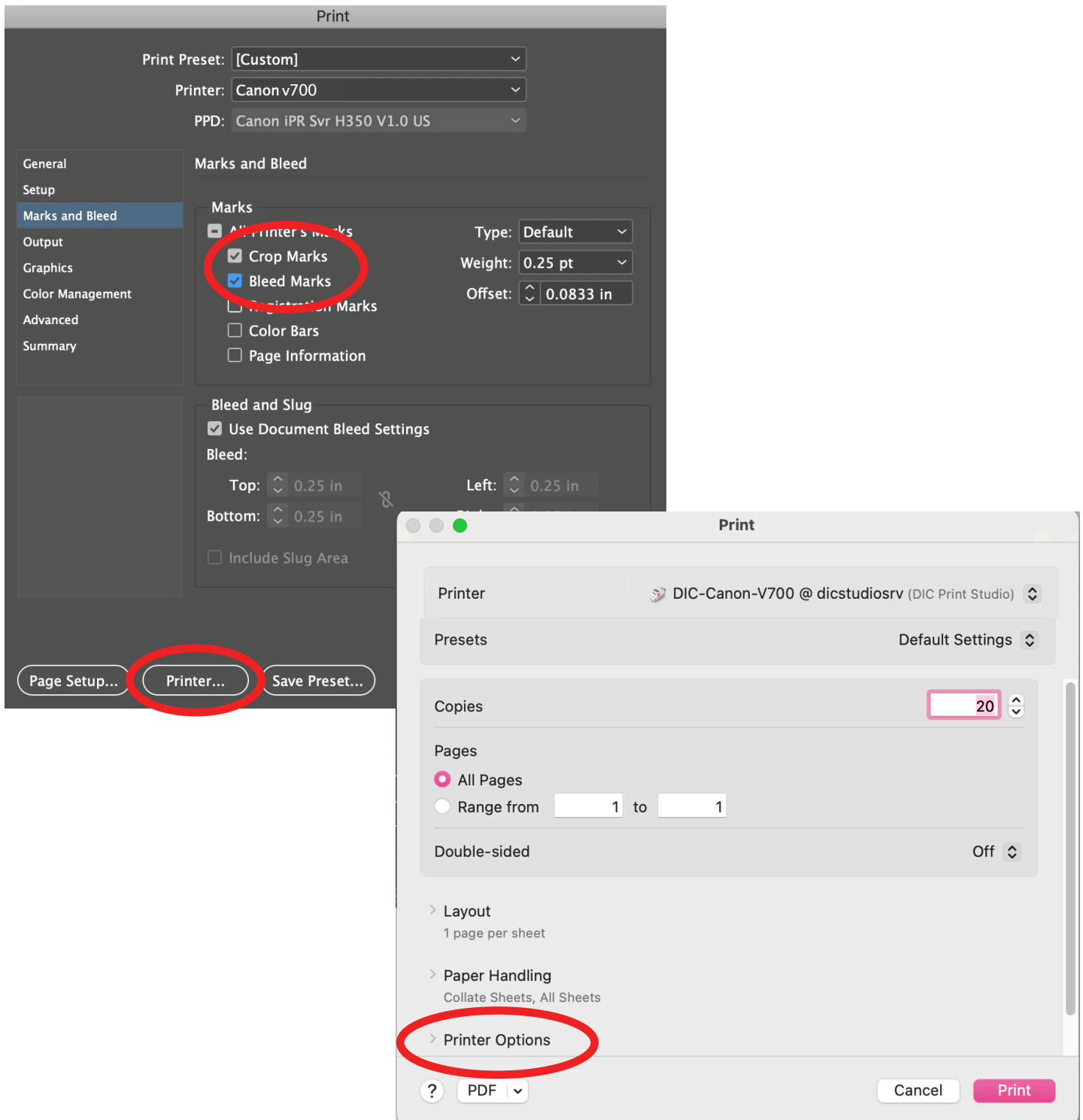
Printing Booklets From InDesign

select your marks as desired and then click page set up. Here make sure the paper size, orientation, and printer are correct.



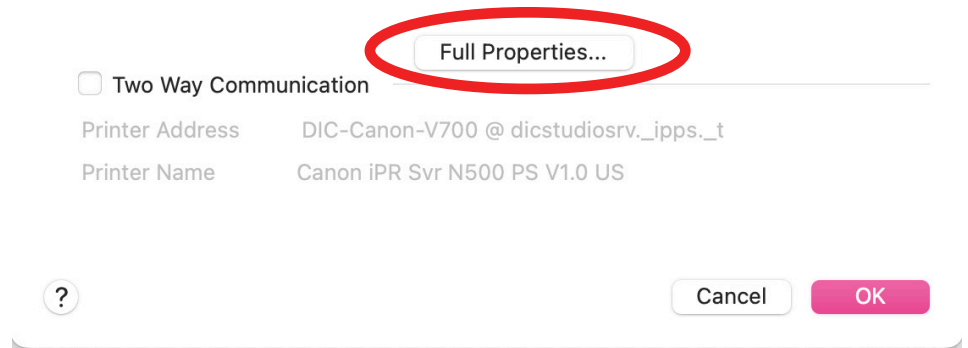
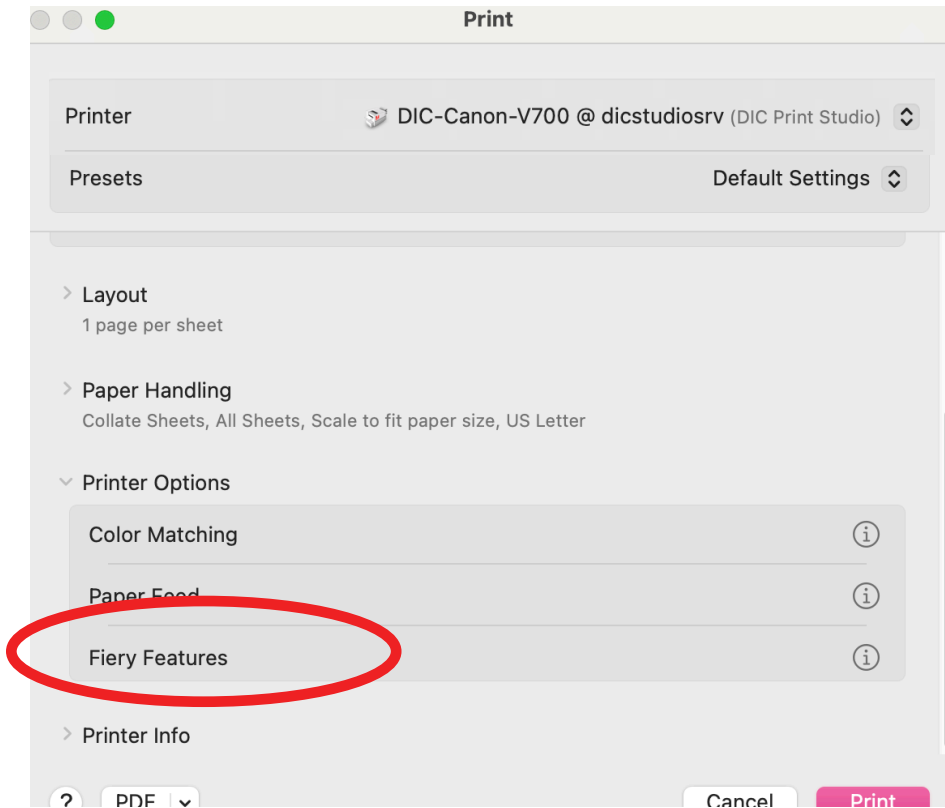
Printing Booklets From InDesign

Next click the printer. Here you will turn on the booklet functions for the printer. Then scroll down.



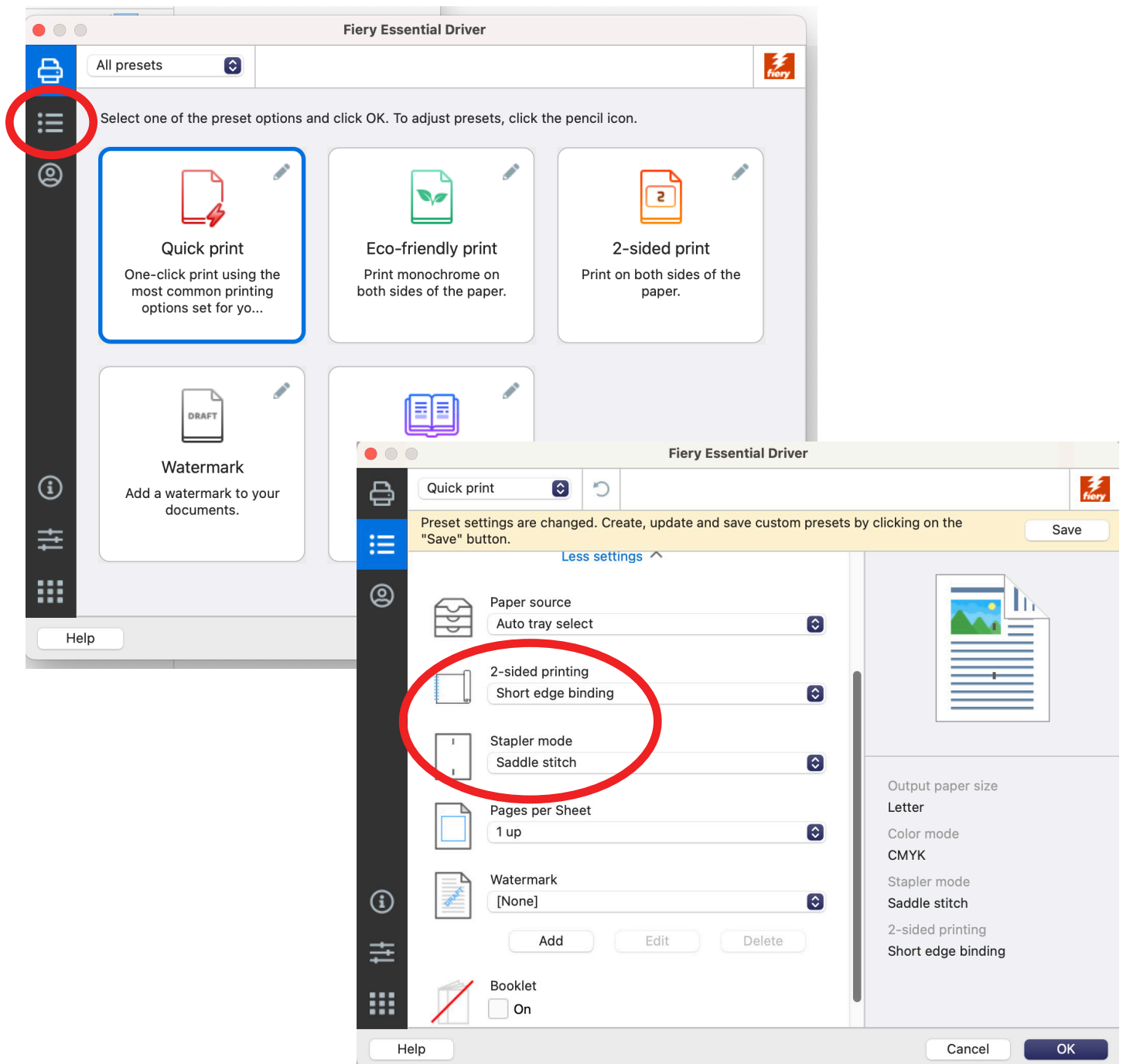
Printing Booklets From InDesign

Click Fiery Features and then Full Properties



Printing Booklets From InDesign

Click into the menu, DO NOT SELECT BOOKLET, then select short edge binding. Finally click finishing and turn on saddle stitch. Then click print.



Printing Booklets: Acrobat (pdf)

IMPORTANT: BOOKLET LIMITS

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Maximum number of PAGES: 40

Anything more than 20 sheets the printer will cancel the job.

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15 / Maximum number of PAGES: 30

Anything more than 15 sheets will jamm the printer.

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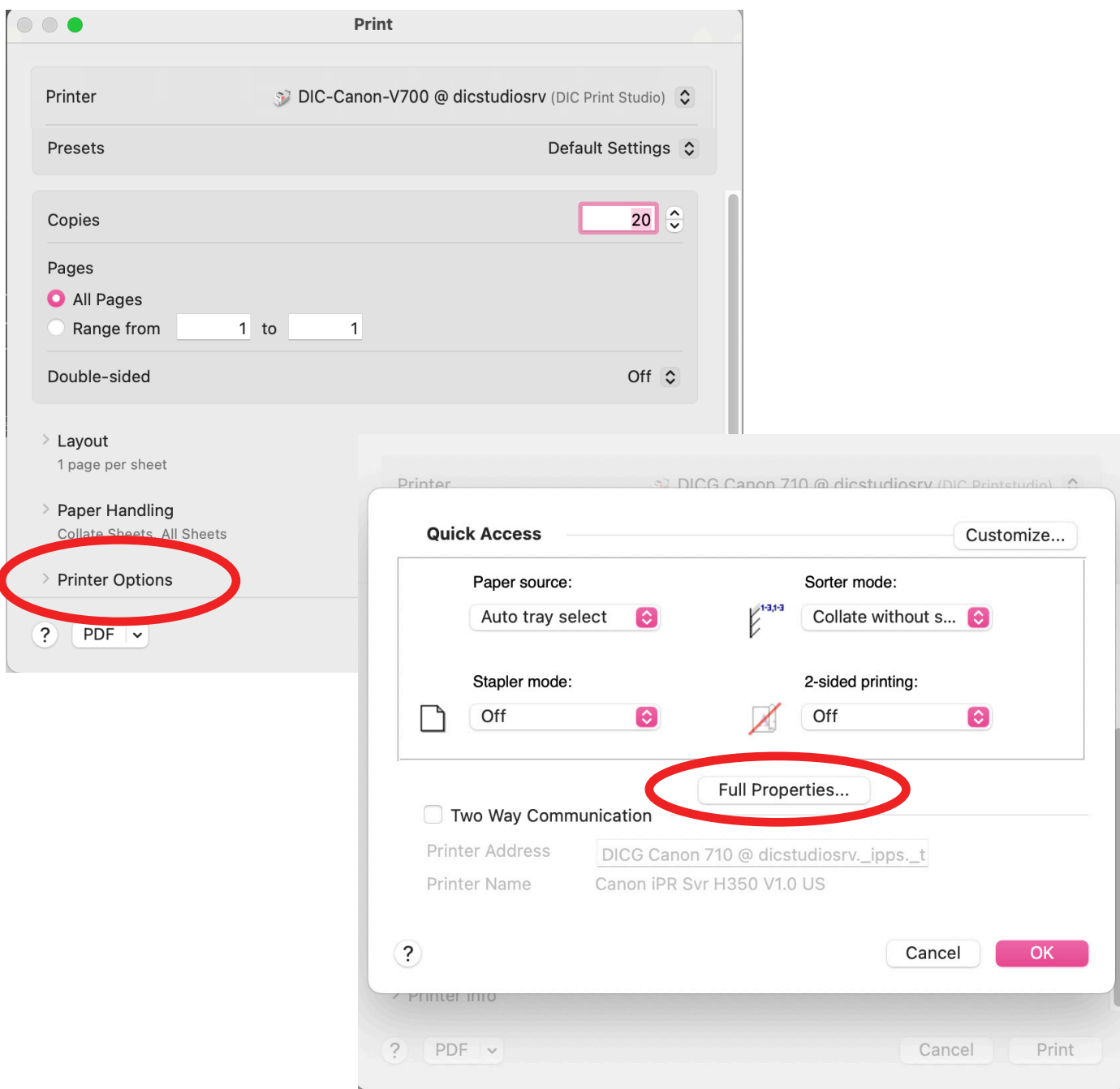
If your booklet is too large please fold and staple manually.

Printing From Acrobat (pdf):

DO NOT CLICK THE BOOKLET OPTION IN ACROBAT.

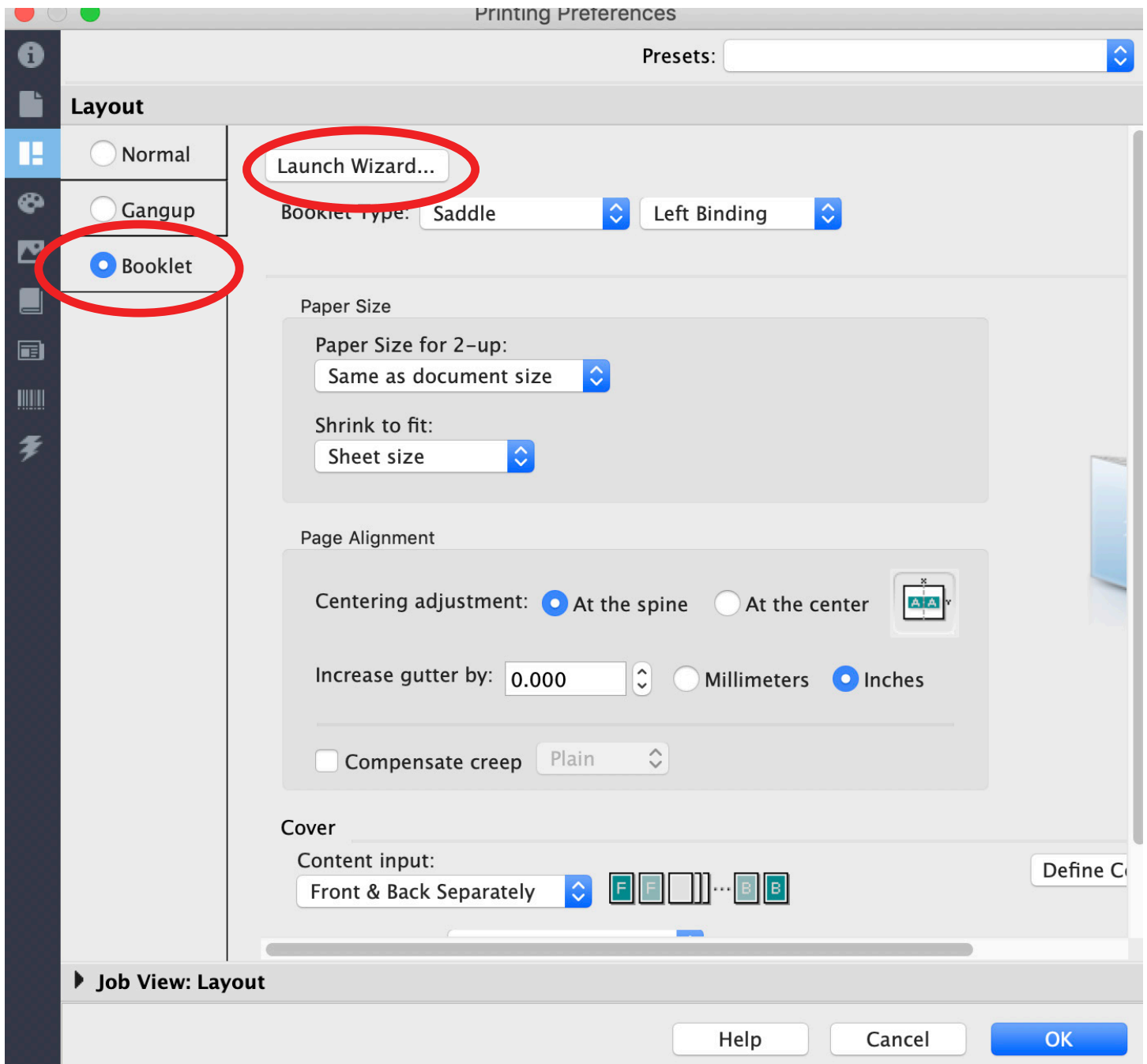
This will create a conflict in the settings.

Select the 5560 printer. Click Fiery Features and then Full Properties.



Printing From Acrobat (pdf):

Then launch the wizard and follow the steps.



Printing From Acrobat (pdf):

Select your binding side. Most often you will choose left binding. Make sure the booklet type is saddle. Then click next.



Welcome to the Booklet Maker

This wizard will guide you in creating and defining the properties of the type of book of your choice. Please select the book type and binding edge and click "Next >"

Booklet Type:

Saddle

Binding:



Left



Top



Right

Printing From Acrobat (pdf):

Select which side of the cover you want printed on. Most likely you want no blank pages, so select print on both sides. Then click next.

The screenshot shows the Adobe Acrobat printing dialog box. On the left is a sidebar with navigation options: Start, Cover & Content (selected), Size & Media, Layout, and Finish. The main area is titled 'Cover Content Source:' and has two tabs: 'From Document' and 'Pre-Printed'. Under 'From Document', there is an icon of a stack of pages and a radio button labeled 'Front & Back Separately' which is selected. Under 'Pre-Printed', there is an icon of a document with a lightning bolt and a radio button labeled 'Insert' which is not selected. Below this is the section 'How do you want to print the cover?'. It is divided into two columns: 'Outside' and 'Inside'. Under 'Outside', there are three options: 'Print Front Cover' (checked), 'Print Spine' (unchecked), and 'Print Back Cover' (checked). Under 'Inside', there are two options: 'Print Front Cover' (checked) and 'Print Back Cover' (checked). A red oval highlights the 'Print Front Cover' and 'Print Back Cover' options in both columns. Below the options are two diagrams of an open book. The top diagram shows the front cover labeled 'N' and the back cover labeled '1'. The bottom diagram shows the front cover labeled '2' and the back cover labeled 'N-1'.

Outside

- Print Front Cover
- Print Spine
- Print Back Cover

Inside

- Print Front Cover
- Print Back Cover

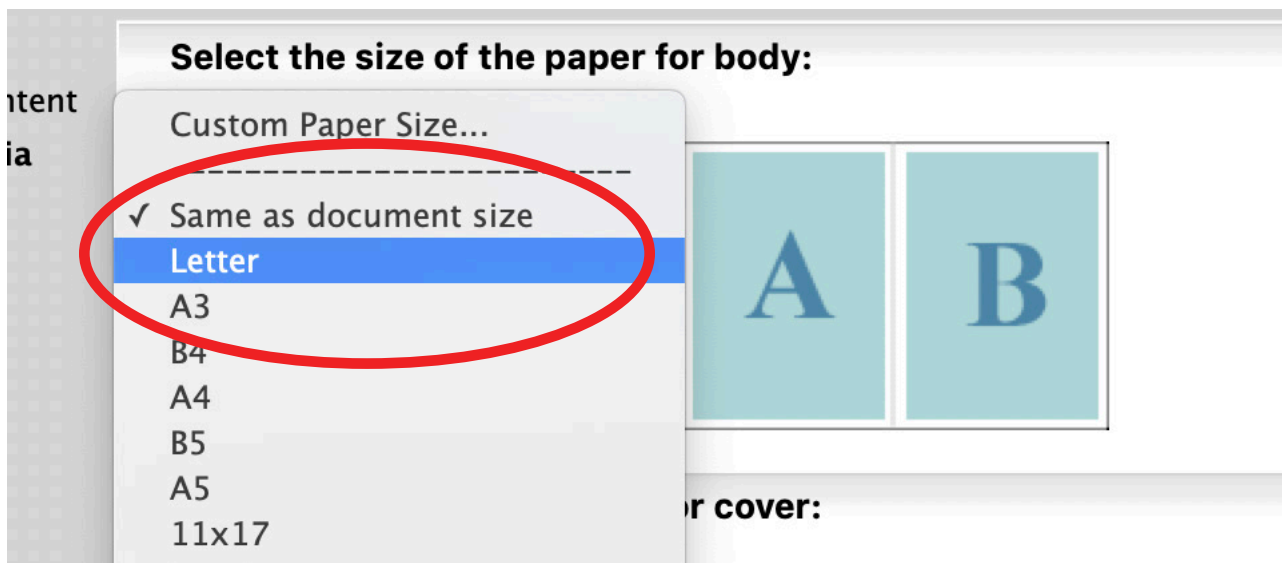
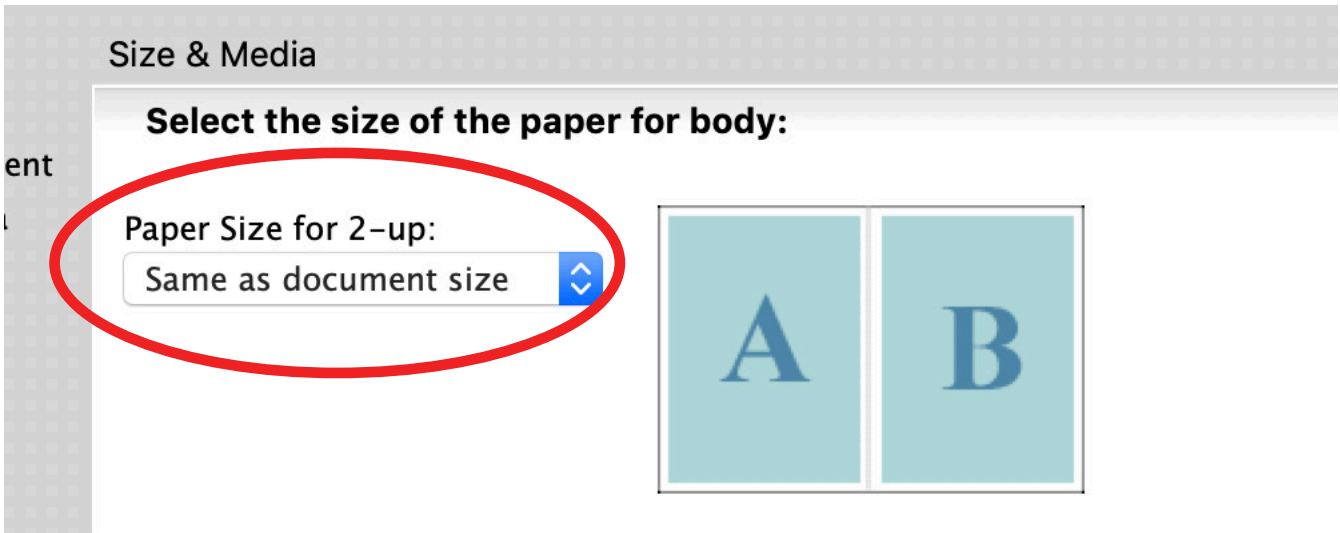
N 1

2 N-1

This shows you where its printing on.

Printing From Acrobat (pdf):

Select the paper size. Then click next.



Printing From Acrobat (pdf):

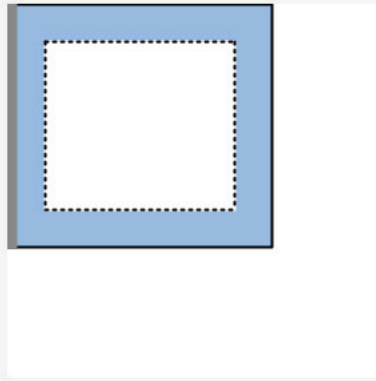
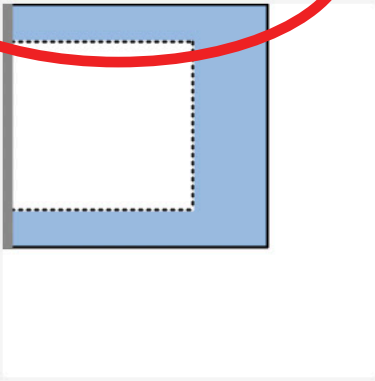
BODY ALIGNMENT IS ALWAYS AT THE SPINE. Then click next.

Layout

Select body alignment:

Centering adjustment

At the spine At the center



Increase gutter by: Millimeters Inches

Printing From Acrobat (pdf):

Check over your summary and then click print.

Finish

Summary of your settings:

Confirm the settings for your booklet. To change any of the settings, go back.

Saddle Booklet



Binding

Left

Cover & Content

Content:	Front & Back Separately
Front cover:	Print on both sides
Back cover:	Print on both sides

Size & Media

Paper Size for 2-up:	Letter
Document size:	Letter

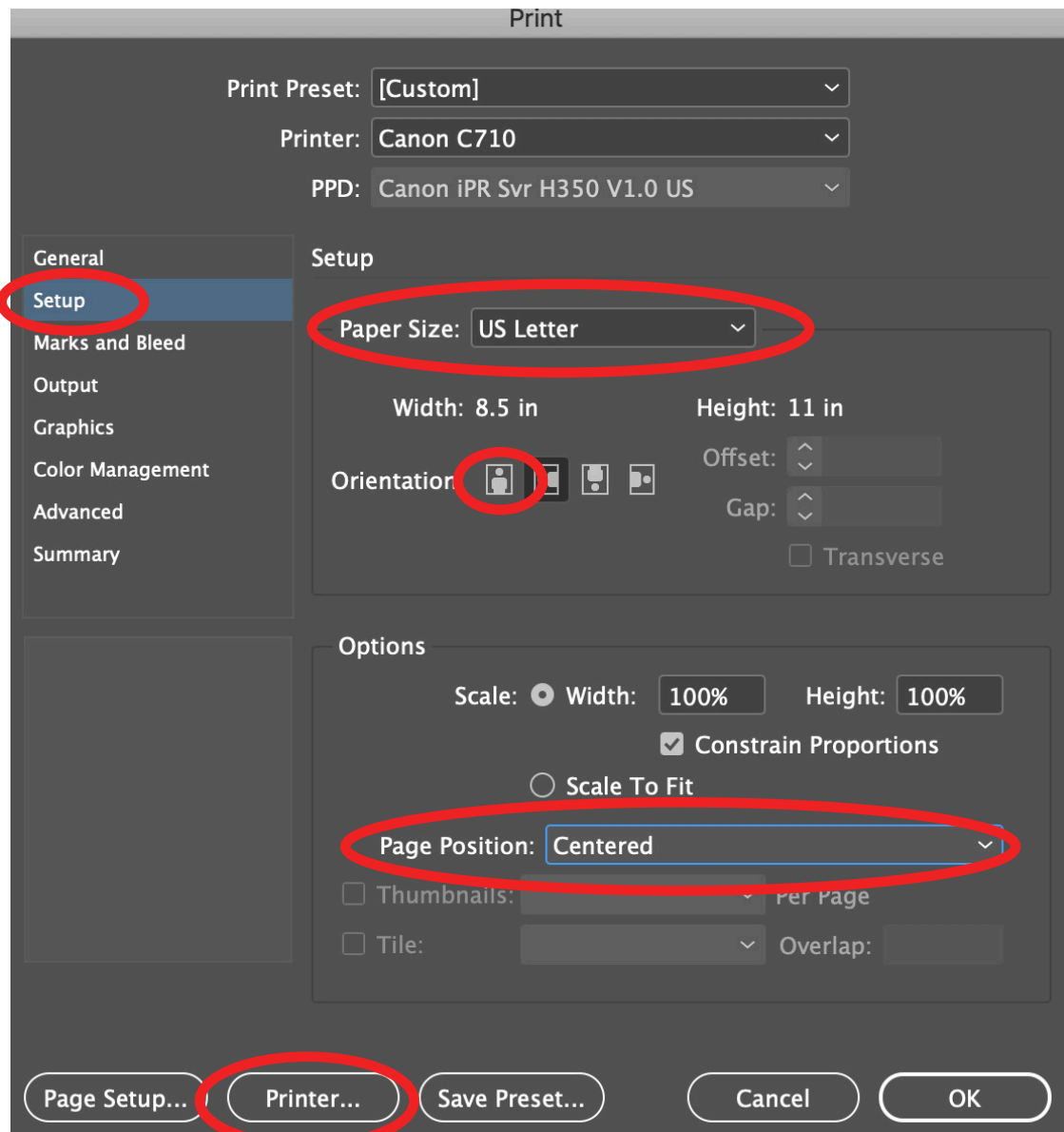
Layout

Centering adjustment:	At the spine
Increase gutter by:	0.000 Inches

Printing Perfect Bound Books:

Printing Perfect Bound Books

Select your paper size and then select portrait orientation. Next for page position select centered, then click printer....



Printing Perfect Bound Books

Click Printer Options, Fiery Features and then Long Edge Binding then print.

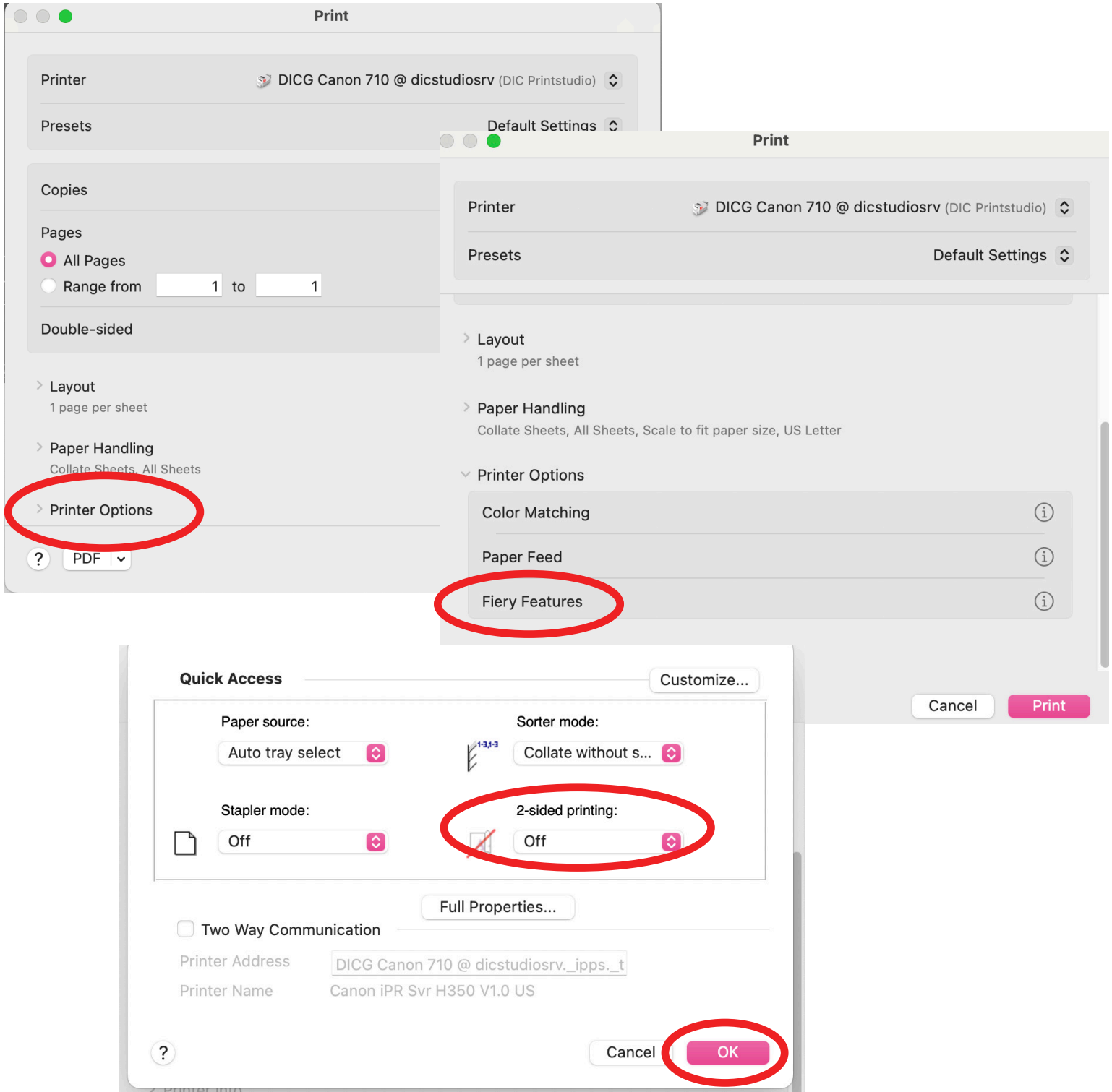


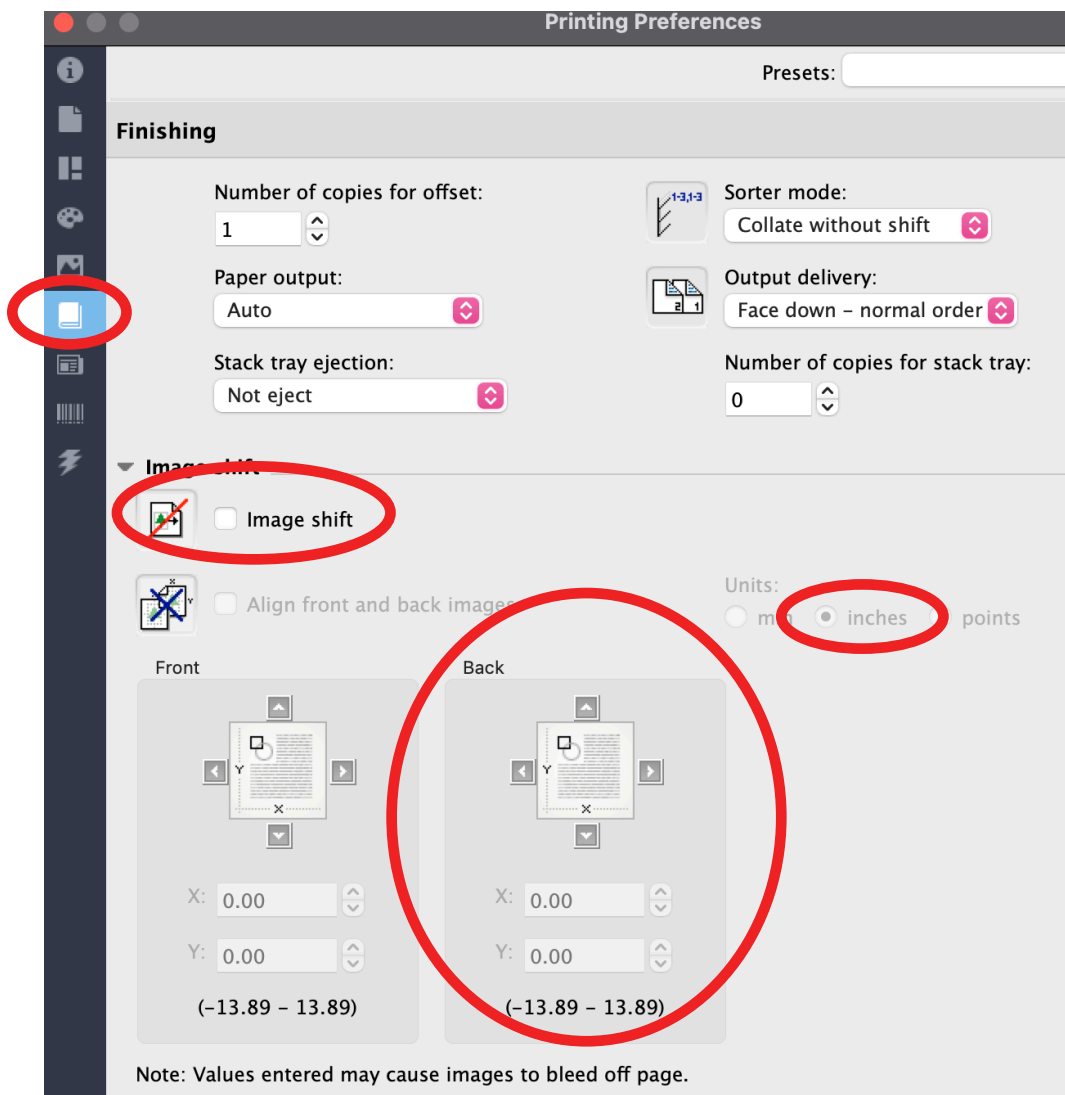
Image Shift: Perfect Registration

Image Shift: Perfect Registration

Click on the image shift and then add values (positive or negative) to move your image for perfect alignment.

Important Note:

This is not an exact method and will require a lot of trial and error. It is different for every project so check your settings every time.



Large Format Printing:

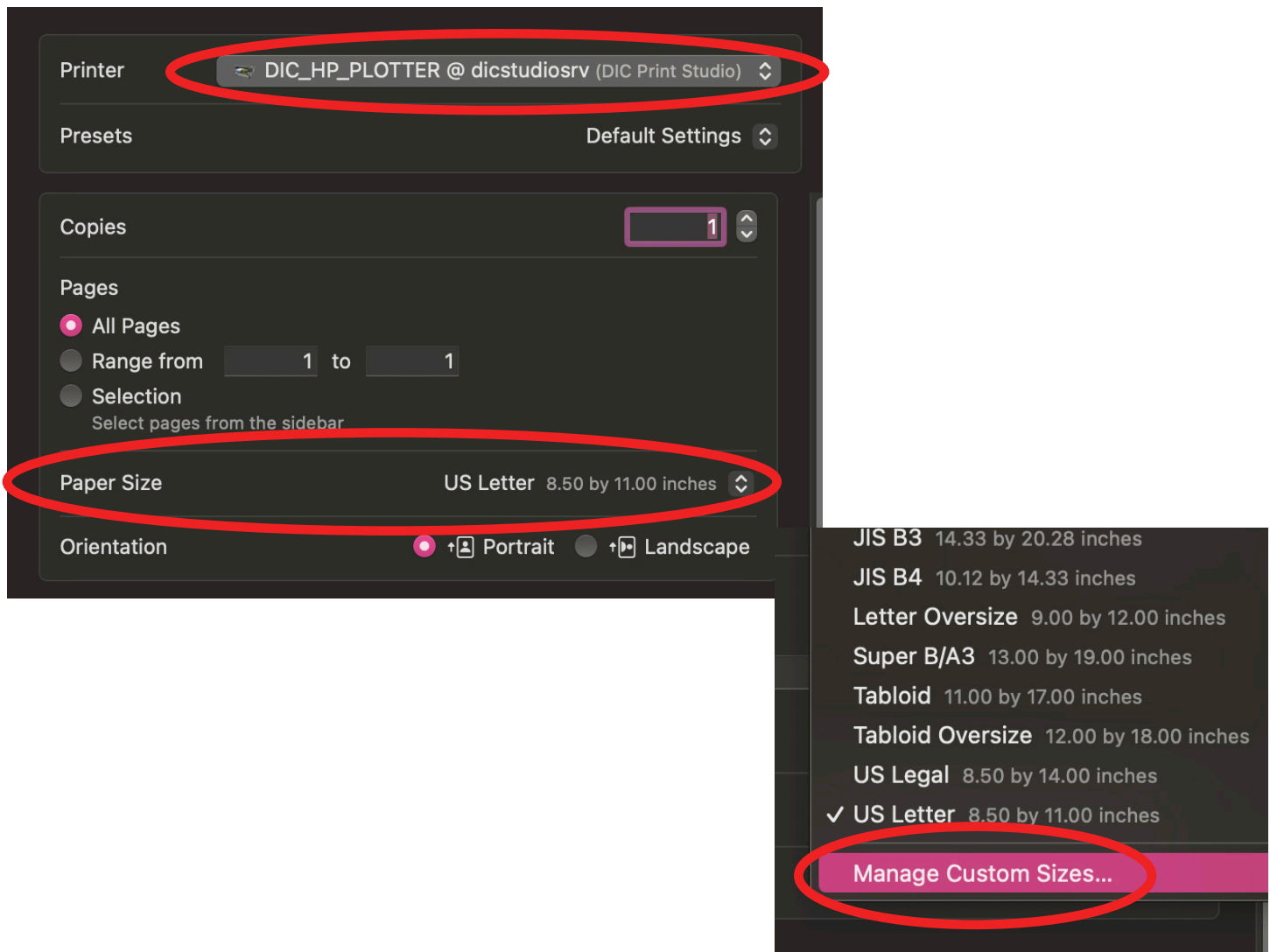
**PLEASE TELL US AT THE FRONT
BEFORE PRINTING**

HP Plotter: Large Format Printing

To print large format first select the HP Plotter by name, then the paper size and add your custom size.

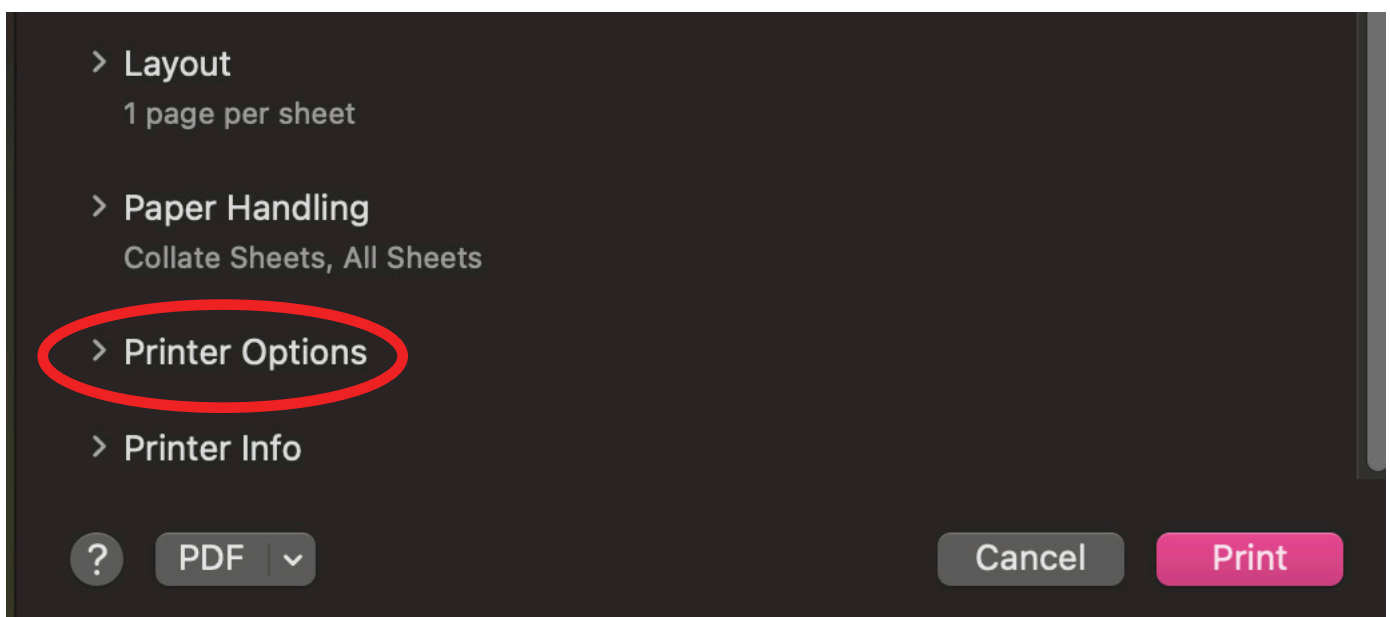
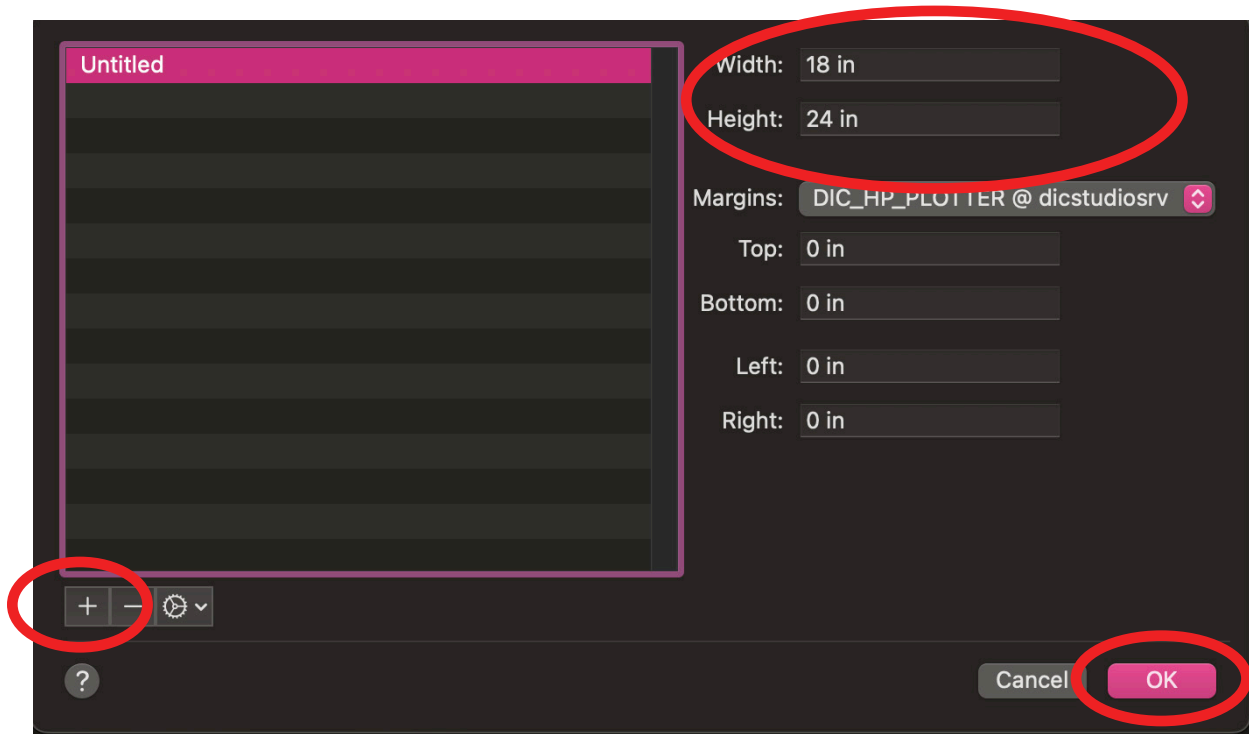
Important Note:

The smallest size available is 18inx24in. **DO NOT PRINT ANYTHING SMALLER THAT THIS SIZE.**



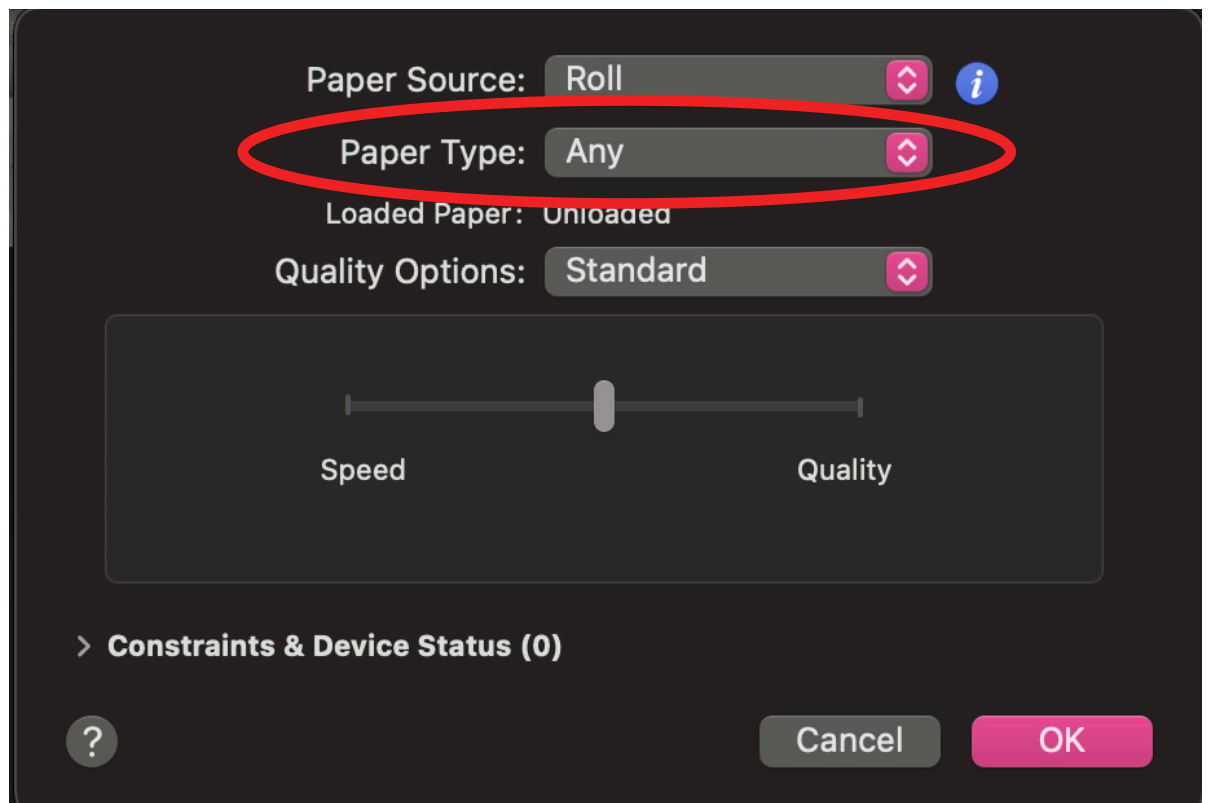
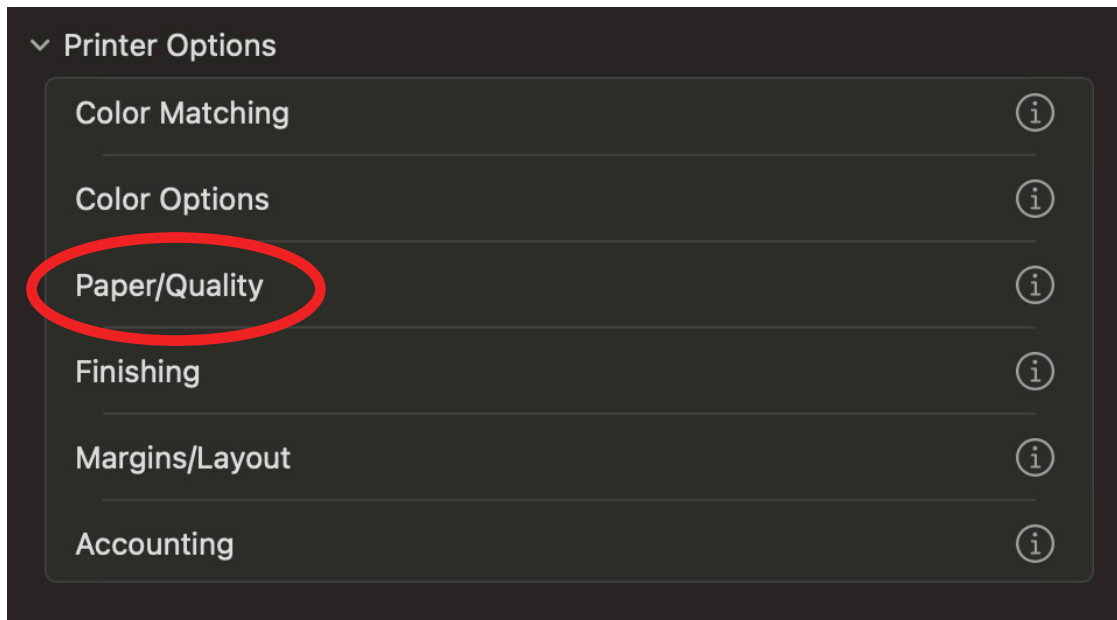
HP Plotter: Large Format Printing

Click on the plus (+) sign first and then type in your desired dimensions. Click ok and then scroll down and click printer options.



HP Plotter: Large Format Printing

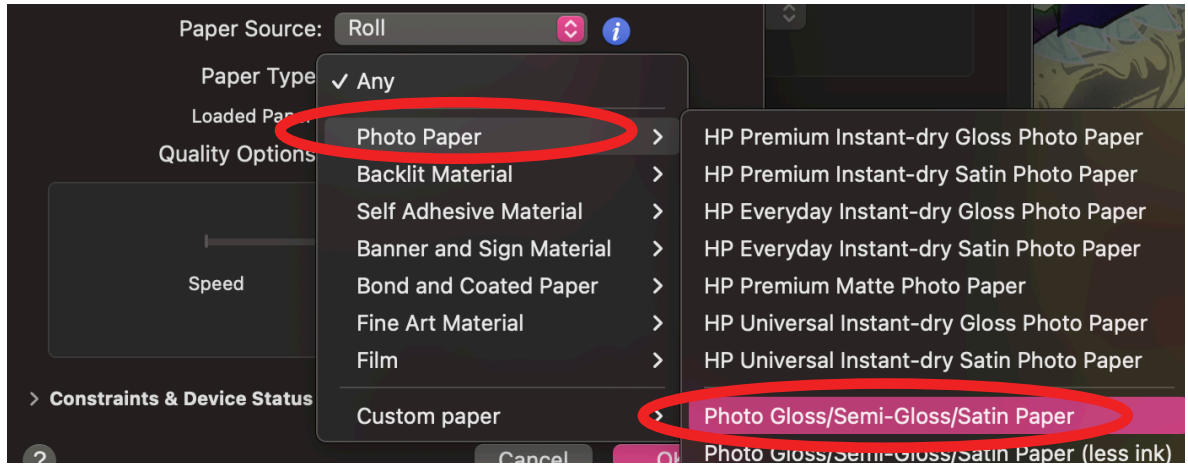
Under the printer options click on Paper/Quality and then select the paper type.



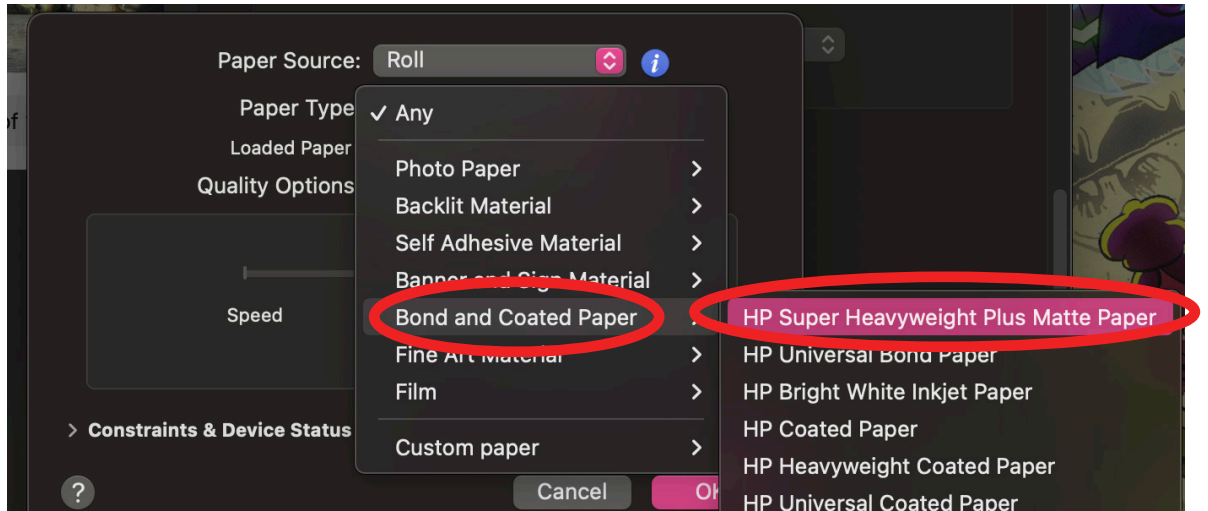
HP Plotter: Large Format Printing

We have three paper types: Glossy and Matte and Bond. Please select the desired one and then click print.

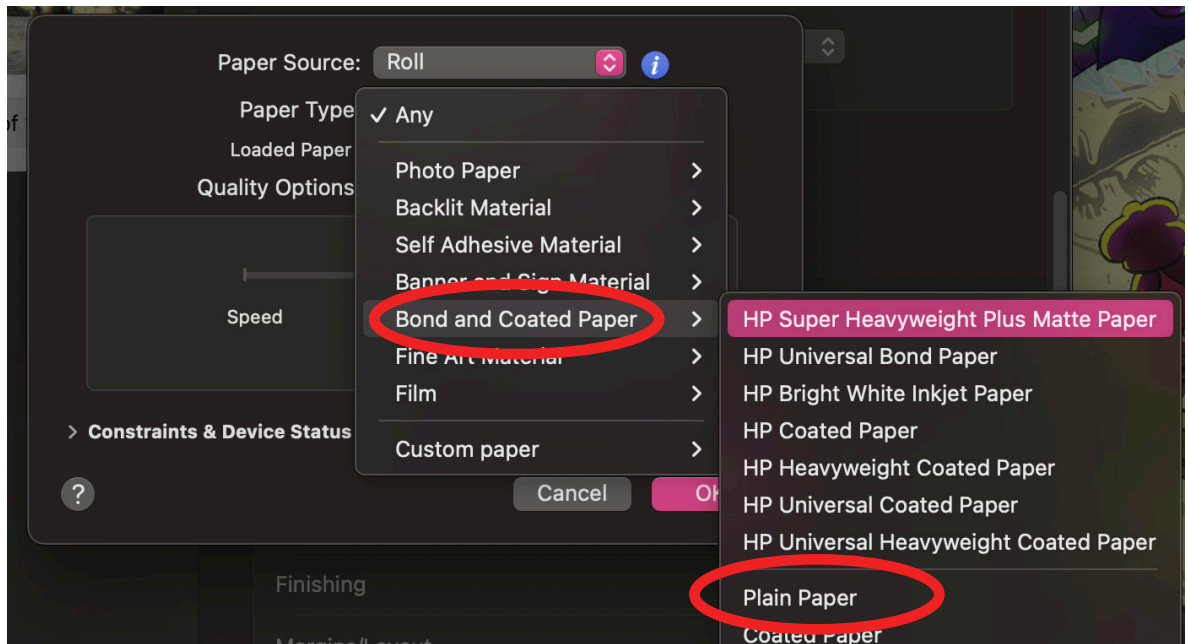
Glossy



Matte



Bond



Blank Pages Explained

When the booklet's total number of pages are not divisible by 4, then InDesign adds blank pages to complete it. This is an example of that.

This booklet's content was 39 pages total, which when divided by 4 does not give a whole number. This blank page would have been added by InDesign in a random spot, however I added it at the end and now this booklet has 40 pages total.

This will print without any issue.

BLANK PAGE

