


The

# BULLETIN

SUMMER 2012

{MD #5 + DC #1 + Baltimore #1}

Create booklet

 Create Booklet will make a booklet from the current PDF document. The booklet will be one or two new PDF documents - the original will not be modified. The booklet document(s) can be printed, or saved with a new name.

Advanced options

☐ Create a new document instead of modifying this one.

☐ Do not scale pages (100% only)

Space at edge of sheet:  inches

☒ Add crop marks

Override common preferences

☒ Show advanced options

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- Space Shuttle Discovery Comes to Washington
  - Quarterly Tips
- LEED-GA Prep Seminar
- 2012 DC1 Awards

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## Create booklet - page size



How is the page size for the booklet to be decided? Remember that the plug-in will not crop pages. Use Document | Crop pages first if the pages are oversized. All calculations are based on the largest page in the document (8.75 x 11.25 in)

- ☒ 1. Make the booklet page size large enough to hold two copies of the largest page in the original document, side by side. Scale 100%.
- ☐ 2. Make the booklet fit on a sideways US letter size page (11 x 8.5 in). Scale 57%.
- ☐ 3. Make the booklet fit on a sideways a4 size page (297 x 210 mm). Scale 61%.
- ☐ 4. Make the booklet some other size:

Thirteen by Nineteen (13.00 x 19.00 in)

☐ Tall ☒ Wide

Scale 102%.

Tip: remember that on this screen you are giving the size of the printed page. After print you will fold this in half, so the final width is half.

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Create booklet – select binding



You need to choose how the booklet will be bound after printing.

- ☐ Continuous. Pages are not re-ordered, so the first sheet contains pages 1 and 2. This is not usually folded, just stapled on a side or corner.
- ☒ Saddle stitched. All the sheets are placed together and folded in half. The front and back pages will appear together on the first sheet printed.
- ☐ Perfect bound. Like saddle stitched, but several groups of pages are made, and each group is folded in half. Then the folded groups are bound together, like a book.
- Pages per group:
- ☐ Add extra pages if needed to make last group full size
- ☐ Cut stacks. The printed sheets are simply cut in half and the left half placed on top. No folding is done.
- ☐ Stacks are single sided

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Create booklet - fronts and backs



You can decide what to do with the front and back of each sheet.

1. Interleave (front, back, front, back...)

☒ Normal (use this also if you are printing only on one side)

☐ All the backs are flipped upside-down

2. All the fronts first, followed by all of the backs

☐ Normal

☐ Backs are in reverse order

3. Create two separate documents, one with fronts, one with backs

☐ Normal

☐ Backs are in reverse order

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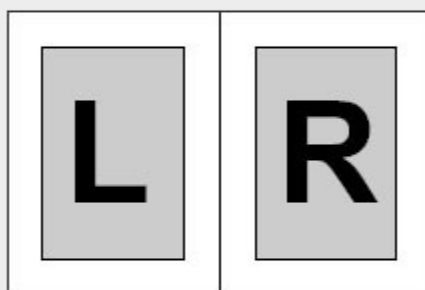
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Create booklet - aligning pages



When the pages don't fit exactly, you can decide how they will be placed on their half of the sheet. The diagram shows what would happen with a page that was much too small.

- ☒ 1. Centre each page in its half of the sheet. Recommended in most cases.
- ☐ 2. Centre pages from top to bottom, and pull them towards the centre of the sheet.



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