

Fold + Staple

D.I.Y.

(with InDesign and the school printers)

How does a fold + staple book work?

Here are two sheets of paper, with book pages printed in a shuffled order.

Each page gets folded in half...

...and when the sheets fold together, the matching page spreads line up. The book should now be in the correct reading order.

The pages are usually held together with staples, but it's also possible to:

- use other methods to bind a folded spine together (for example, sewing it with thread or string)
- make a folding design that either doesn't need anything holding it together, or intentionally splits into loose pieces.

Pages are printed in spreads of 2:



The book's total page count needs to be a multiple of 4:

2 pages per side

+

2 sides per sheet

=

4 pages per sheet of paper

Covers

Include the covers in the page count if the book will all be printed together on the same paper.

Count the covers separately if the inside pages and covers will be printed on different papers. A book project like this can be described as the page count "plus covers", as in: "16 pages + covers"

Page count

Standard fold + staple books have 4 pages on each sheet of paper (2 on the front, and 2 on the back)

Maximum page count depends on the weight of the paper, but 48 pages is usually around the thickest that can be stapled.

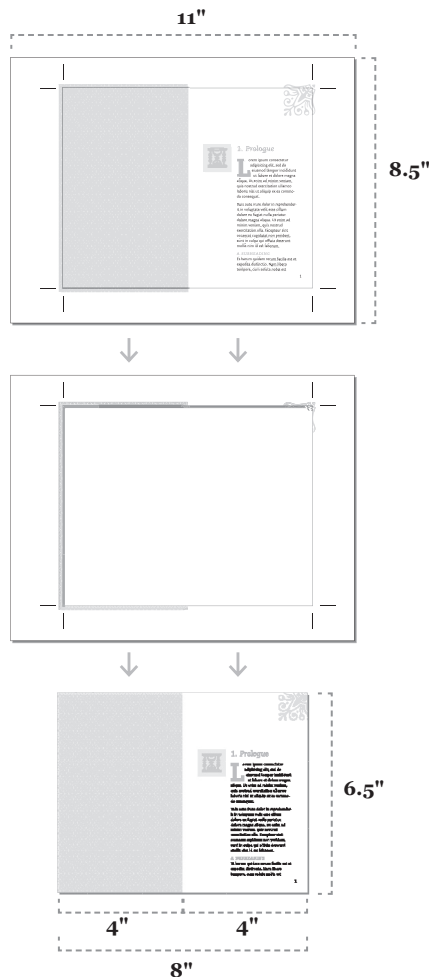
*This book is 12 pages long:
3 sheets of paper, double sided*

| BOOK PAGES | FOLDED SHEETS | |
|------------|---------------|--|
| 8 | 2 | |
| 12 | 3 | |
| 16 | 4 | |
| 20 | 5 | |
| 24 | 6 | |
| 28 | 7 | |
| 32 | 8 | |
| 36 | 9 | |
| 40 | 10 | |
| 44 | 11 | |
| 48 | 12 | |

Planning for paper

A folding book needs to be printed on sheets of paper big enough for:

- **2 times** the page width
- Room for bleed + trim marks if necessary
- Printer margins: the school printers leave a blank border about of 0.25" on all 4 edges



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Printing at School

Self-Serve Laser Printing card readers

letter legal tabloid
BW / colour BW / colour BW / colour

| | | |
|-----------------|-----------------|----------------|
| 8.5 x 11" | 8.5 x 14" | 11 x 17" |
|-----------------|-----------------|----------------|

Digital Output Centre (DOC) Laser Printing printing with technicians

letter tabloid tabloid extra

| | | | |
|-----------------|----------------|----------------|----------------|
| 8.5 x 11" | 11 x 17" | 12 x 18" | 13 x 19" |
|-----------------|----------------|----------------|----------------|

Why laser printing?

Books that are digitally printed at school will almost always be laser printed, because the other printers (inkjet or large format toner) don't print double-sided, and are more expensive.

Typically, the only reason to use these other printers for a book project would be either 1) something designed to print single-sided, or 2) a book using special material for a cover or insert.

Printer Margins

None of the school printers can print all the way to the edge of the paper, and you can expect to lose around 0.25" (6mm) on each side...but not exactly the same on all 4 sides, or identical on each printer. This doesn't matter for book designs with a white (or paper-coloured) background, but it will affect designs where any artwork or colour extends to the page edges.

What To Do:

BEST PLANNING

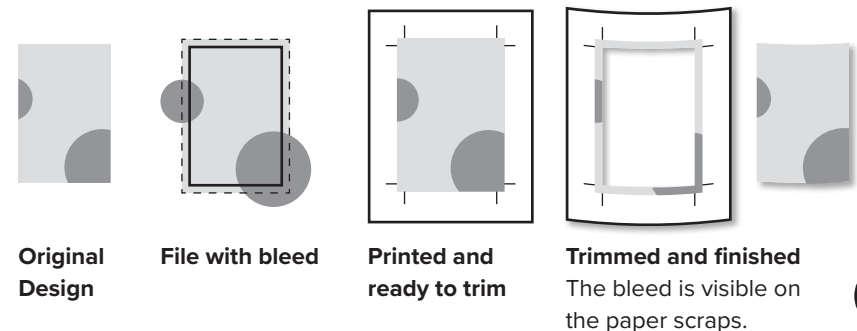
- A. Design it at a small enough size to fit on the paper with room for printer margin, bleed, and trim marks (a book at least 1 inch smaller than the paper size in both width and height is safe)
- or
- B. Upgrade to print on bigger paper. 11x17" is the biggest in the self-serve printers, so anything that needs to trim down to 11x17 needs to go to the DOC and print on 12x18" or 13x19"

NOT IDEAL

- C. Shrink to less than 100% size when printing, to fit on the paper with bleed and crop marks
- or
- D. Accept a white border around the edge of the design. Any artwork that should have appeared in that border space will be gone, and trying to trim it off perfectly without bleed is difficult.

Bleed

Bleed means printing a little extra beyond the edge of the page, so it can be trimmed off. This makes sure there aren't slivers of white paper visible on the edges, and allows room for error making the cut. Art that touches an outer page edge must extend to the bleed line (the red line outside InDesign pages)



5

Basic InDesign Setup

Sample Document Setup

Width

6 in

Units

Inches

Height

9 in

Orientation

Pages

16

Facing Pages

☒

Start#

1

Primary Text Frame

☐

Columns

1

Column Gutter

0.25 in

▼ Margins

Top

0.5 in

Bottom

0.5 in

Left

0.5 in

Right

0.5 in

▼ Bleed and Slug

Bleed

Top

0.125 in

Bottom

0.125 in

Left

0.125 in

Right

0.125 in

WIDTH & HEIGHT: The final size of ONE page, not the double spread.

UNITS: Inches are easiest here, because that matches North American paper sizes. It's ok to use mm or cm if you prefer the metric system, but don't choose pixels (that's for screens, not print)

FACING PAGES: On

PAGES: Should be a multiple of 4.

COLUMNS, GUTTERS,

MARGINS: These are guides to help with your layout, and by default they don't print.

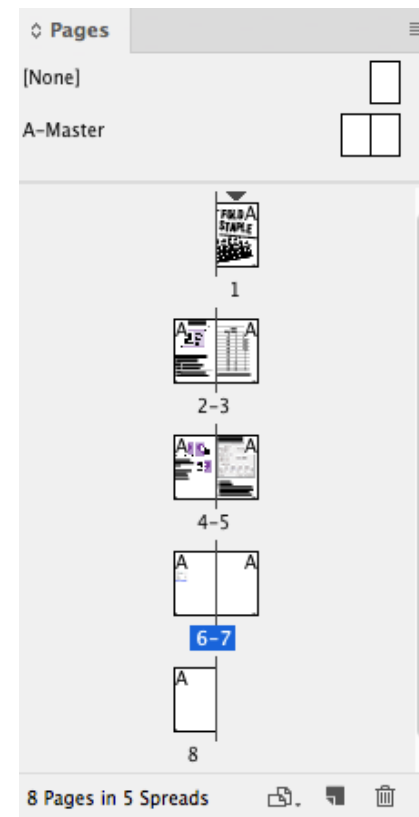
BLEED: 0.125" on all sides if you'll need to trim the book, and 0 if you don't.

Can I still change the units later?

Yes!

- *Right click the rulers at the top and left (if the rulers are hidden, %R to show them), or*
- *InDesign > Preferences > Units & Increments (Mac) Edit > Preferences > Units & Increments (PC)*

InDesign Book Pages



Window > Pages

Your Pages panel should look like this, with all the pages in spreads of two (except the first and last, which will join together to make the front and back cover when you print.)

The number of pages listed at the bottom of this window should be a multiple of 4.



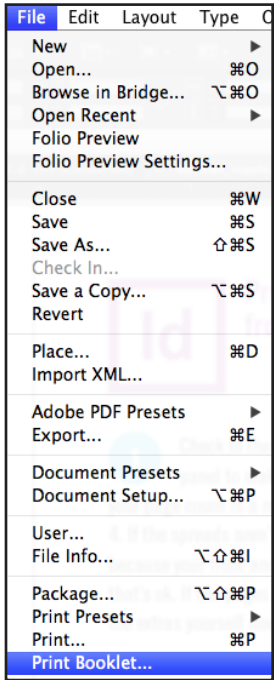
Separate Cover Files

It's also possible to set up covers in their own file (and this is standard if the cover is printed on different paper)

Here's a Pages panel from a cover .indd file that only has two pages:

- 1: The outside covers (front and back.) Note that the **front cover artwork is on the right side of the page and the back is on the left.**
- 2: The inside covers (a pattern image printed all the way across.) Note: a cover with no printing on the inside would only need one page.

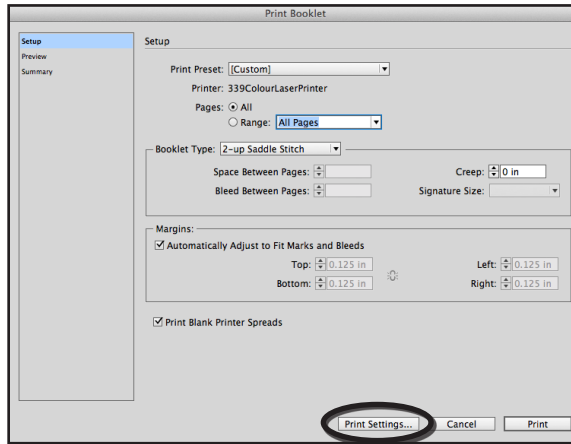
InDesign: Print Booklet



Go to **File > Print Booklet...**

(not File > Print... as usual)

Click **Print Settings** at the bottom.



PRINT SETTINGS

Printing booklets from Acrobat

Acrobat also has a booklet printing function that works for PDFs with single pages, but it can have trouble with:

- ✗ bleed + trim marks
- ✗ double-page artwork going across the fold
- ✗ compatibility with the school printers

General

- Choose the printer from the list
- Choose number of copies
- Print Blank Pages: on

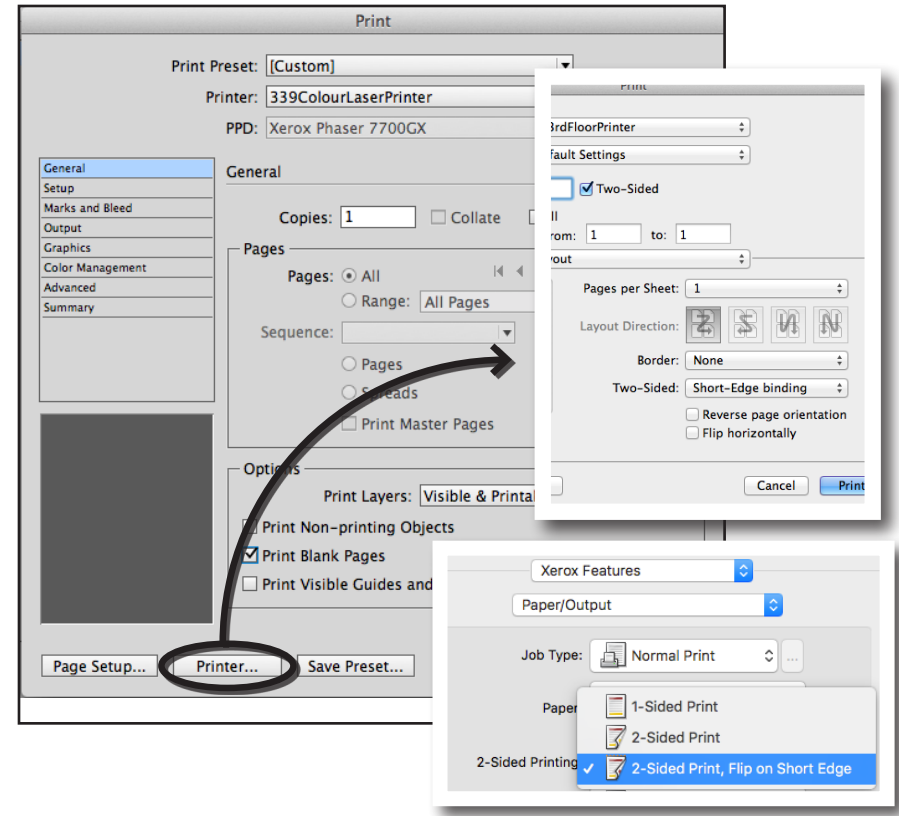
Setup

- Choose the paper size (letter or tabloid)
- Pick a landscape (horizontal) orientation)
- Page Position: Centered

Marks and Bleed

- If you're trimming the book, turn on Crop Marks, and make sure Bleed is 0.125 inches

Now, click the **"Printer"** button...

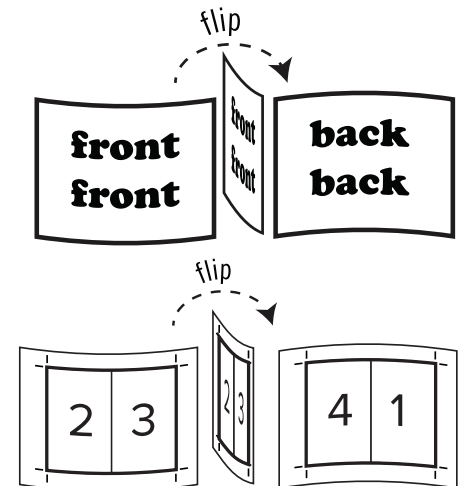


DOUBLE SIDED (this needs to be the last step)

This can be in two different locations sending to the school printers from a Mac:

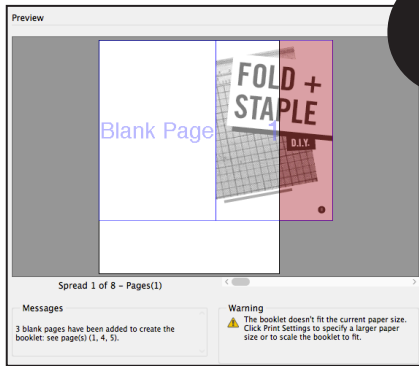
- If you see "Two-Sided" right away, change it to **"Short-Edge Binding"**
- If not, click the dropdown that says "Layout", and pick "Xerox Features". Now, choose **"2-Sided Print, Flip on Short Edge"**

"Short-edge" is the correct setting for most booklets. It means the shorter side of the paper is parallel to the book's spine/fold.



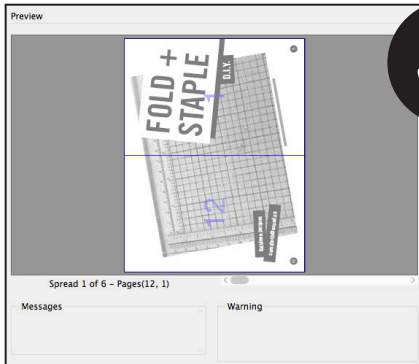
Preview + Print

Now, click "Print", then "Ok", and look at the preview. This is the shuffled order. If it looks right and fits on your paper, it's ready to print!



WRONG

- ✗ Does not fit on the paper
- ✗ Warning about page count
- ✗ Front + back cover (or first and last page) not together



RIGHT

- ✓ Fits on the paper
- ✓ No warnings
- ✓ Front + back cover (or first and last page) appear together

Generate a PDF with the shuffled page order for folding:

- Go through the same Print Booklet setup (except for double-sided), and choose "PostScript File" from the list of printers, instead of an actual printer.
- It will save a .ps file. Open the .ps with **Acrobat Distiller**. If you have Acrobat Pro or Acrobat DC installed, Distiller should be in the same application folder.
- Distiller will generate a PDF. You can choose a preset, just like exporting a PDF from InDesign, or customize a preset by going to the **Settings** menu, and **"Edit Adobe PDF Settings"**. It defaults to letter-size paper, so you'll need to adjust the settings if you're printing on tabloid.
- If you're asked to provide a PDF with **"printer spreads"**, this is what that means. If the pages are in the order they're meant to be read, (as they should be in the InDesign file) that's called **"reader spreads"**.

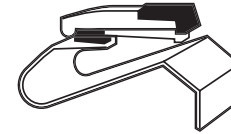
How do I staple this?

With a long reach or booklet stapler!



Long reach stapler

- COMD studio C3215/C3218
- Visual Arts B4130 and B4170



Booklet Stapler

Rest the fold on the "hill"

- COMD studio C3215/C3218

In an emergency without a special stapler, you can bind a copy with loose staples + a pin, needle, or awl to make holes in the paper.



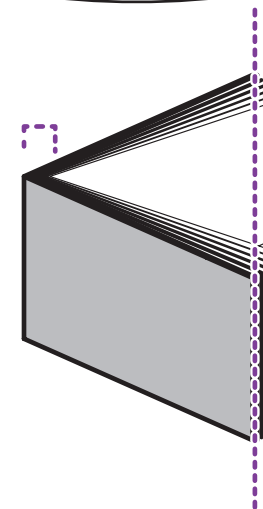
If you get your book printed by the DOC technicians, the folding and stapling is done for you.



If the folded book gets too thick, the pages at the inside center will start to stick out farther than the pages on the outside. This is called creep.

There is actually a setting in InDesign's Print Booklet options to compensate for this, so that the pages are shifted a little and the creep can be trimmed off. Most books look neater with the front edge trimmed (this is called a "face trim", and it's standard for professionally printed folding books.)

However, if your book is thick enough that creep is a big problem, you might want to consider a different binding method. Thick folded books are more difficult to staple, and have trouble lying flat.



Other binding/finishing options

- Glue binding (done by machine at the DOC, or by hand by you. DIY glue binding usually takes some effort and practice to get a really nice result)
- Wire or coil binding
- Sewing / stab binding
- Chicago binding (screw posts)
- Accordion fold



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