



How to Make a **BOOKLET**

408-354-1481 • Fax: 354-1463 • 1-800-776-2656
procolor@earthlink.net • www.bookletsforless.com
59-B N. Santa Cruz Ave. @ Bean • Los Gatos, California 95030 USA

How to Make a Booklet

The following instructions are a general guide for creating high quality saddle-stitched booklets from almost any computer/software combination. If you have difficulty with any of this, call us for coaching and assistance at (408) 354-1481 locally, or 1-800 ProColor throughout California, or by email at procolor@earthlink.net

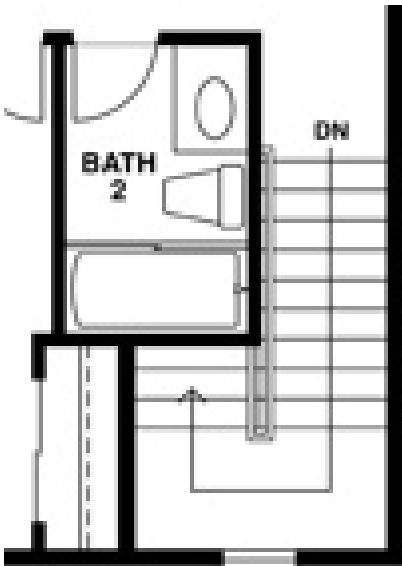
Now, let's make a booklet...

1. Start with whatever program you have for text and graphics that can create sequentially numbered pages:
 - InDesign
 - Quark
 - PageMaker
 - Pages
 - MS Word
 - MS Publisher
2. Start a new document and chose a page size that matches the size of the booklet you want to make:
 - 5.5" x 8.5" - Statement Size, *or*
 - 8.5" x 11" - Letter Size

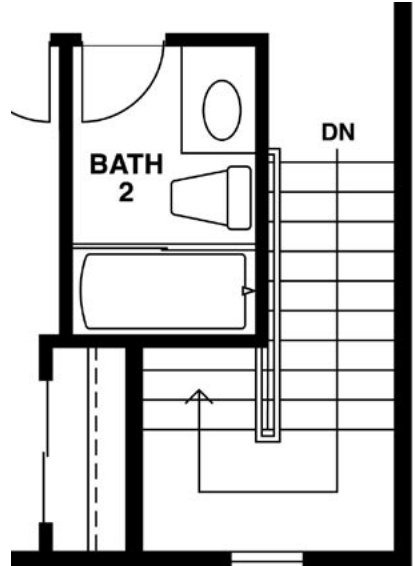
Don't worry about putting pages side-by-side or placing first and last pages together, etc. Just make your document pages consecutive (1, 2, 3...), just as they would be in a book or magazine.
3. Set your number of pages equal to an even multiple of 4, such as: 8,12,16, 20, 24, 28... up to 54.
This is called a "four page signature".
Remember to allow for the front and back covers plus the insides of both covers. If your booklet does not have enough text and graphics to fill all the inside pages, you will end up with one or more blank pages at the back.
4. Name the document and save it. It is important to keep the booklet along with all images in one folder so that you can find everything easily.

5. In the document, create your page numbers such that they start on the first text page — just after the Table of Contents and/or any pages prior to page one. If you are unsure how to do this, type “page numbers” in the Help box and follow the directions.
6. Type in your text, or insert your text via the Place, Import, or Cut & Paste commands. Remember to leave blank pages where any blanks will be in the final, printed booklet - such as the inside of the front cover, the inside of the back cover, etc.
7. Add whatever graphics you want using the Place or Import commands, but **DO NOT** use Cut & Paste!
 - Make sure that the graphics are the correct type and resolution for printing:
 - at least 300 DPI or greater for photos
 - at least 600 DPI for line drawings.
 - If the booklet is going to be black and white, make certain that your graphics are either black & white or grey scale by converting them with Photoshop (or similar).

If you have difficulty with the graphics or don't have a graphics program like Photoshop, remember that we are available at (408) 354-1481 locally, or 1-800 ProColor throughout California or by email: procolor@earthlink.net



Bitmap image with a resolution of 72 DPI.

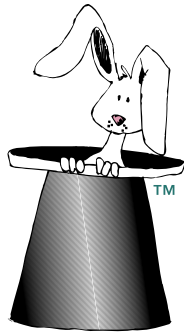


Bitmap image with a resolution of 600 DPI.

8. Booklets can be made with full color throughout, black & white throughout, or some combination of both. Just remember that whenever you have one page with color, you actually have two because they share a common sheet of paper. It is sometimes helpful to create a “dummy” booklet by folding an appropriate number of pages, and then numbering them by hand, page by page, so that you can easily see which pages are common to each other.
9. Remember to keep saving your document as you go.
10. When you have completed all of the above, use Adobe Acrobat or the “Export” or “Save As” command to create a Press Quality PDF file (without crops) and email it to procolor@earthlink.net for printing.

If you do not have Adobe Acrobat or the ability to create a PDF document directly, there are a number of alternatives. You can “print” the file to PDF on your hard drive by using the (free) PDF Print driver available at Adobe.com, or you can go to Adobe.com and have them create it for you on-line (your first 5 PDFs are created free), or you can go to VersionTracker.com and download the latest shareware version of PDF Maker, or you can purchase Adobe Acrobat online.

11. When we get your file, we’ll immediately review it for errors and print two “proof” booklets, one of which we’ll keep, the other send back to you for approval.
12. If you find any errors, either in the text (typos, spelling, etc.), or in color (too dark, too light, too red, etc.), make your corrections and send us a revised PDF.
13. Repeat Steps 10 and 11 until the booklet is perfect.
14. When we have your approval to print, we’ll print *your* booklets to match *our* copy of the final proof.
15. We then call for pickup or ship them to you via UPS, FedEx, or USPS. The whole process usually takes one or two days prior to shipping (depending on Steps 10 & 11).
We take MasterCard, VISA, and Discover Card.



It's not really magic....

408-354-1480