

Creating Booklet

The booklet tool can be used to rearrange pages to make compact 2-up, double-sided booklets.

To make a booklet:



1. Click the **Open** button to open a PDF document.



2. Click the **Booklet** button on the toolbar or choose **Booklet...** from the Tools menu to open the Booklet dialog box.

Booklet

Paper Size
Custom Width: 8.50 Height: 10.00 Landscape

Scale
Specified Proportionally Width: 5.50 Height: 8.00

Margins
Top & Bottom: 0.25 Left & Right: 0.25 Gutter: 0.25
Creep Allowance: 0.10

Units
inches

Binding Type
Book Sheets per fold: 5 Fill up last fold

Crop Marks
Draw Crop Marks X-Offset: 0.05 Y-Offset: 0.05
Line Length: 0.25 Line Width: 0.00 Color: CMYK

Bleed Allowance
From Original PDF Top/Bottom: 0.00 Left/Right: 0.00

Save settings as: Book Binding

OK Cancel Help Delete

3. Choose one of the paper sizes for the resulting document, or select **Custom** size and then enter the paper size dimensions in the **Width** and **Height** boxes.
4. Check **Landscape** so that the long edge of the paper is the top of the page.
5. Choose a **scale** mode. Select **Use Original Size** to keep the size of original pages as is; Select **Auto** to fit pages proportionately, or stretch to fit within the margins and gutter; Select **Specified** to scale pages proportionately, or stretch to fit to a specific size.
6. Enter **margins** for the top, bottom, left, and right borders of the resulting page.
7. Enter the measure of the center **gutter** for binding.
8. **Creep Allowance**: Adjusting the page layout of inner spreads to maintain a constant outer margin when the saddle stitched booklet is trimmed. Here is the total allowance of each

fold. The program will shift each page proportionally from inner pages to outer pages.

9. Select a binding type:

Normal - This is the most common type of **booklet**. Once the pages are all printed, simply fold in half and stitch.

Book - When a **booklet** has a large number of pages, it becomes difficult to fold the pages. The **Book** binding can be used to create a series of smaller, easily foldable sections more like a bound book. The number of sheets in each sub-**booklet** can be set in **Sheets per fold**. Check **Fill up last fold** to add blank pages in the last section to match the number in **Sheets per fold**.

10. Choose whether or not to draw **Crop Marks** and set the options of lines.

11. Specify **bleed** allowance if necessary to allow for any deviations in cutting the paper to the finished page size. CutePDF can use the bleed information from the original PDF file, or uses specific amounts.

12. Click **OK**.

► Enter a name into the **Save settings as** box to save all the settings. To recall previous settings, click the combo box and select the name.