

How To...

Create a folded booklet layout

Always number pages of a book/booklet — odd numbers on the right, even on the left.

When numbering pages, the cover(s) are usually not assigned a page number.

Follow these instructions to layout pages that will be made into a booklet. The size in the examples are for a 5.5" x 8.5" booklet – 8.5" x 11" sheet folded in half. Follow the same procedure for other sizes.

- **MARGINS:** Whether submitting paper copies or digital files, the document must have proper page margins. A white border of at least 3/8" must be left on all sides of the page (unless a "bleed" is requested). A center margin of two times the outside margin measurement is required so that copy is not too close to the center fold (3/4" in this example).
- **PAGE COUNT:** The number of pages in the document must be evenly divisible by 4 (4, 8, 16, 20, etc.). For example, if the document has 14 pages add 2 more pages (even if they are blank), or remove 2 pages so that the document ends up with either 16 or 12 pages.
- **PLACEMENT:** Odd numbered pages (1, 3, 5, etc.) are always placed to the right. Even numbered pages

(2, 4, 6, etc.) are always placed to the left. (See "Page Spreads" illustration [a].)

- **CREATE PAGE SPREADS:** Use this method to figure out how to assemble the page spreads correctly: Divide your total number of pages by 4. Count out "x" number of sheets of paper (x = the number after dividing) and fold them in half together. Number each page in pencil, front and back, beginning with 1 on the front page. Unfold the pages and use them to layout your page spreads. This works whether the document is small or large.
 - **NOTE!** Adobe InDesign and Microsoft Publisher are capable of automatically creating booklet spreads. Refer to specific software user documentation for instructions. Our copiers are also capable of creating booklet spreads if masters are 5.5"x8.5".
- **CHECK IT:** Make a front and back copy of the page spreads, fold them in half together, and the pages should be in the correct order (see folded booklet illustration [b]).

