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How to create a booklet
with Quite Imposing or Quite Imposing Plus
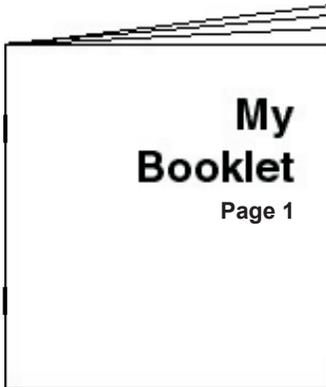
A booklet is a small book that is formed by printing four individual pages on each sheet of paper (two pages on one side and two pages on the other side), stacking the printed sheets, stapling the sheets in the middle, and then folding them.

A booklet is also known as a "saddle-stitched booklet" or "saddle-stitched book."

For our example, we'll create a very small booklet. It will have eight pages. The first page will serve as the front cover, and the last page will be the back cover.

When it is finished, it will be 8½" wide and 11" tall, and it will look like the picture at the left.

These instructions are based on the assumption that you are using Quite Imposing for Windows. The procedure for creating a booklet is similar for Quite Imposing Plus for Windows, Quite Imposing for Mac and Quite Imposing Plus for Mac.

STEP 1: Make a PDF version of the document that you want to impose. To do this, create the document with a page-layout application (such as Adobe InDesign, Adobe PageMaker, or QuarkXPress), a word-processing application (such as Microsoft Word), or some other application; then save or export the document as a PDF file. The pages in your document can be any size you want. For this example, each page will be 8½" wide and 11" tall.

| My Booklet Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 |
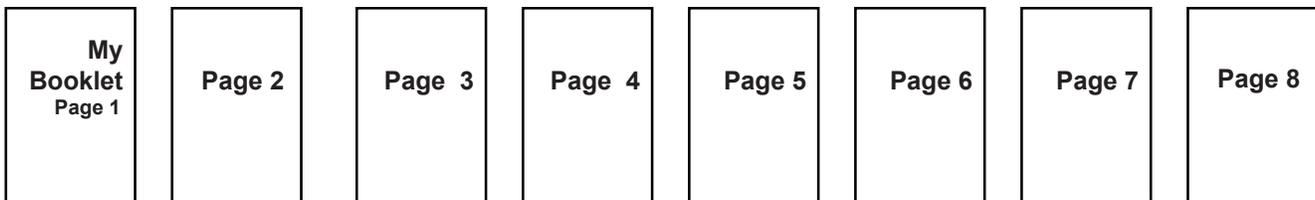
STEP 2: In Adobe Acrobat, click Plug-Ins > Quite Imposing > Create booklet...

If the "About Quite Imposing" window appears, either click the button that indicates that you want to use the software in Demo mode, or — if you've been given a Serial Number and Private Code — click the "License" button, enter the Serial Number and Private Code, and click the "OK" button.

The "Create booklet" window appears.

STEP 3: Make sure the "Don't ask any questions..." box is not checked, and click the "Next" button. The "Create booklet - page size" window appears.

*If you need help, send e-mail to support@CitationSoftware.com.*

STEP 4: Choose "Make the booklet page size large enough to hold two copies of the largest page in the original document, side by side." Click the "Next" button. The "Create booklet - select binding" window appears.

STEP 5: Choose "'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." Click the "Next" button. The "Create booklet - fronts and backs" window appears.

STEP 6: For now, choose "Normal" under "1. Interleave (front, back, front, back...)" and click the "Next" button. (Depending upon how your printer is set up, you might need to experiment with the settings in the "Create booklet - fronts and backs" window to get the right settings.)

STEP 7: Choose "Centre each page in its half of the sheet. Recommended in most cases." Click the "Finish" button. In a few moments, you should see a new, 4-page, 17" x 11" document named "New booklet 1." The pages should be arranged like this. This is the document that you'll print to create your booklet.

First 17" x 11" page	Second 17" x 11" page	Third 17" x 11" page	Fourth 17" x 11" page
Page 8 — **My Booklet** Page 1	Page 2 — Page 7	Page 6 — Page 3	Page 4 — Page 5
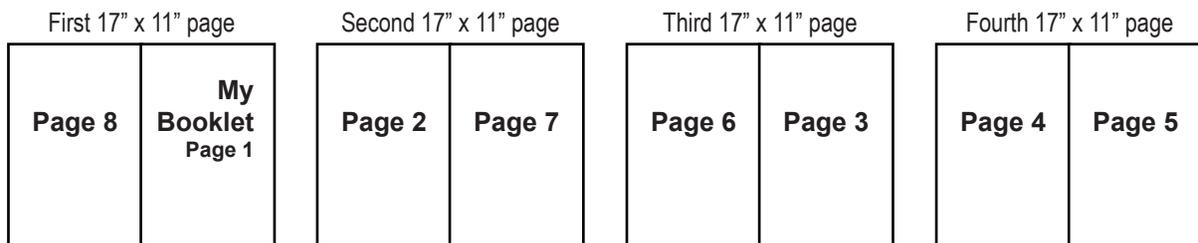
STEP 8: Click "File" at the top of the Adobe Acrobat window. Click "Save," give the filename that you want to use, and click the "Save" button.

STEP 9: Print the 17" x 11" pages in duplex mode (two sided). Stack them in the correct order, fold them in half, and staple them.

Page 4   Page 5   ← **Staple here**
← **Staple here**

Your booklet is finished.

My Booklet Page 1
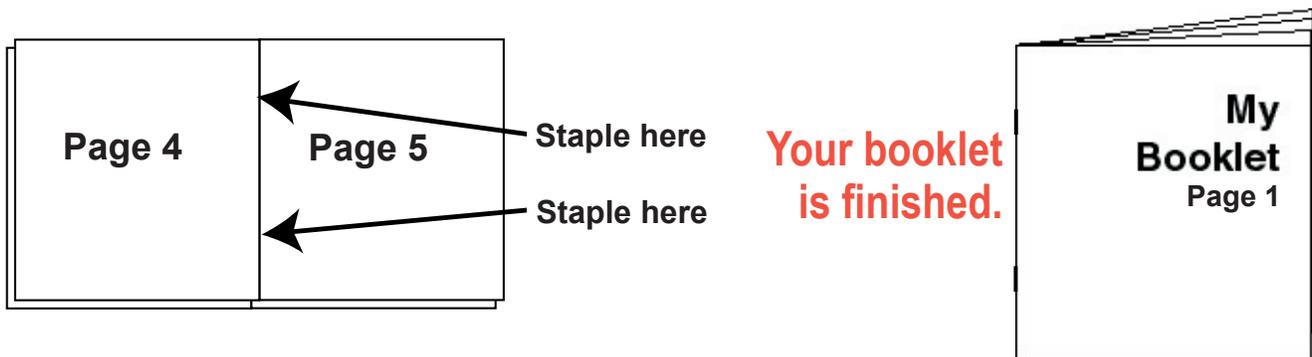
Other things you can do when making a booklet

— Shrink the pages automatically. For example, if your original pages are 8½" wide and 11" tall, you can create a booklet with a finished size of 5½" x 8½". To do so, choose "2. Make the booklet fit on a sideways US letter size page (11 x 8.5 in). Scale 64%" in STEP 4.

— Adjust the positions of the pages by making a different choice in STEP 7.

— Use pages that are not the same size in your booklet. (First use the "Trim and Shift" feature to make the pages all the same size; then create the booklet.)

— Use the "Trim and Shift" feature to adjust for creep before creating a large booklet.

If you need help, send e-mail to support@CitationSoftware.com.