File >> Print Booklet

Choose >> Booklet Type: 2-up Perfect Bound. Signature Size: 16 Click on (activate): Print Blank Printer Spreads

FIIIL BOOKIEL
Setup
Delet Bereate [[Centere]]
Print Preset: [Lustom]
Printer: Production Lab HP 6015 #1
Pages: • All
Range: All Pages
Booklet Type: 2-up Perfect Bound
Space Between Pages: 🐳 0 in Creep: 🚔 0 in
Bleed Between Pages: 🔹 0 in Signature Size: 16 💠
Margins:
Automatically Adjust to Fit Marks and Bleeds
Top: +0.2917 in Left: +0.2917 in
Bottom: 🗘 0.2917 in 🦉 Right: 🗘 0.2917 in
Print Blank Brinter Spreads
Frint Blank Printer Spreads
Print Sottings Concol Print

Then click on Print Settings Click on (activate): Print Blank Pages

	Print
	Print Preset: [Custom]
	Printer: Production Lab HP 6015 #1 ‡
Setup	Set PPD: HP Color Laserlet CP6015 ‡
Preview	
Summary	General General
Summery	Setup Marks and Bleed Output Pages Copies: 1 Collate Reverse Order
	Graphics Pages: All M 4 m M
	Advanced Range: All Pages
	Summary Sociumese
	Sequence.
	Pages
	Spreads
	Print Master Pages
	Options
	Print Layers: Visible & Printable Layers 🗘
	Print Non-printing Objects
	🖉 🖂 🗹 Print Blank Pages
	Print Visible Caldes and Baseline Grids
	Page Setup Printer Save Preset Cancel OK
	Print Settings Cancel Print

Then click on Page Setup

Choose your paper size, keep your file at 100% and make your page position centered.



Then click on Marks and Bleed Build in at least .125 = 1/8" bleed into your document. Click OK.



Then click on Printer

Click OK for the dialog window.



