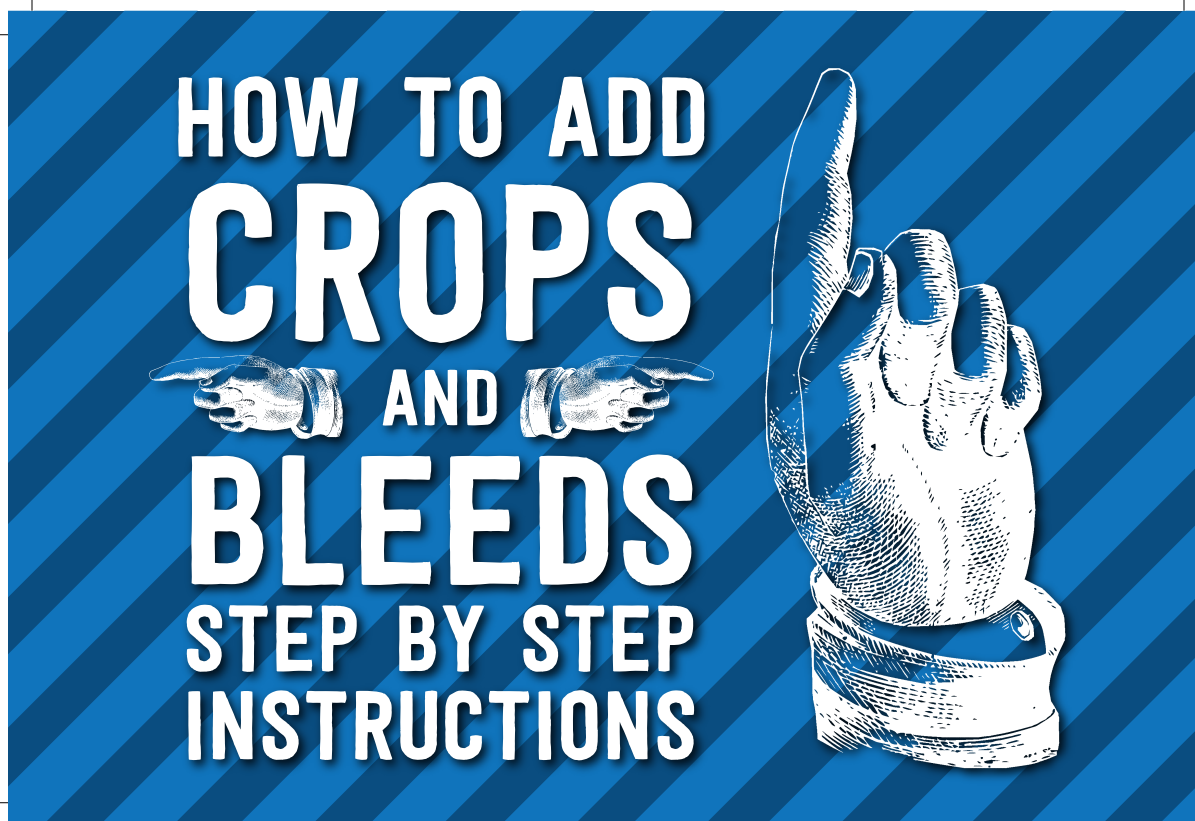


# Question:

“I want to print a 4”x 6” Postcard. The color extends past the trim. How do I set it up correctly for printing?”



# Answer:

Use this Step-By-Step Guide to add Crops and Bleeds to your document to ensure accurate printing and trimming results.

This guide will cover the following applications:



ADOBE  
INDESIGN



ADOBE  
ILLUSTRATOR



ADOBE  
PHOTOSHOP



MICROSOFT  
WORD



MICROSOFT  
PUBLISHER

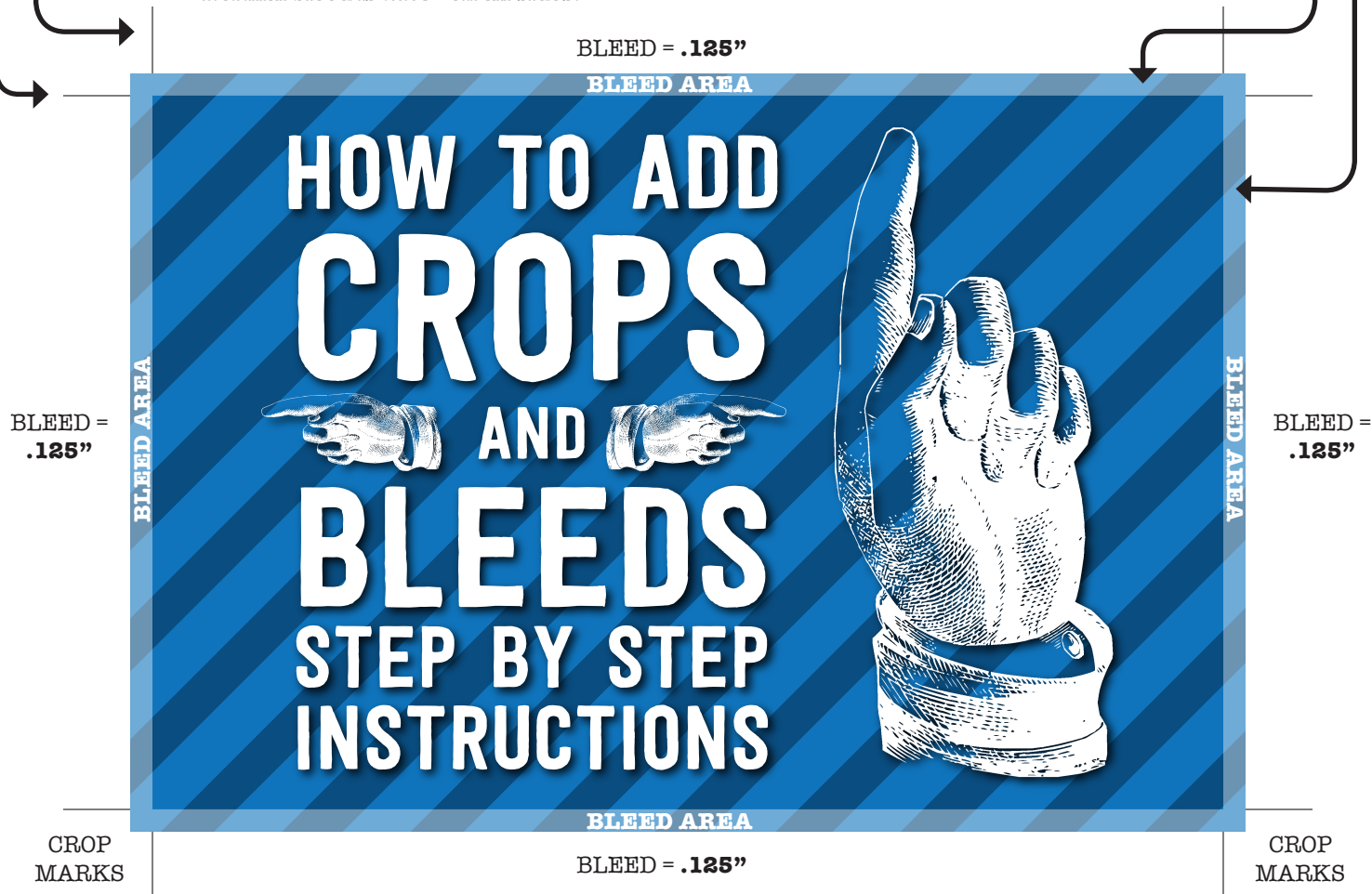


MICROSOFT  
POWERPOINT

# Defining Crops and Bleeds:

**Crop Marks:** Marks added to an exported PDF file indicating the trim size of the final document. Crop marks should be offset the same amount of space as the required bleed, normally .125".

**Bleeds:** Extra color or image that is added to an exported PDF to extend past the trim. This ensures that when the file is trimmed that there will be no white space around the finished product. Normal bleed is .125" on all sides.



## Correct Trim Example:

### Before Trim:

Printed file before it is trimmed showing the correct crop marks to indicate the trim line and bleeds (color extending past the trim line) to ensure correct trimming.



### After Trim:

Paper is cut correctly at the crop trim line and final product has a nice clean cut with color exactly to the edge. No white on the edge means a correct trim.

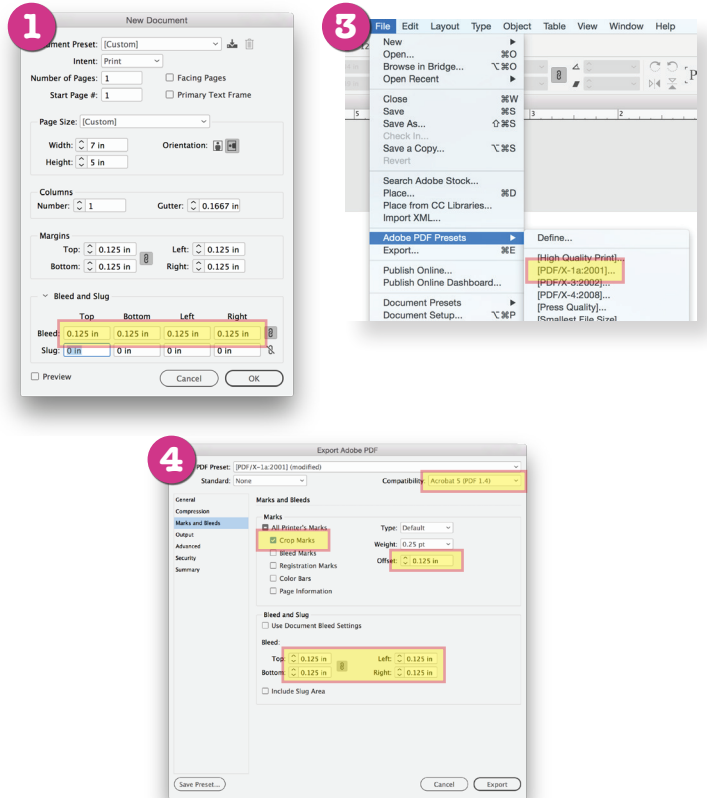


# How to add Crops & Bleeds:

Id

## Adobe InDesign

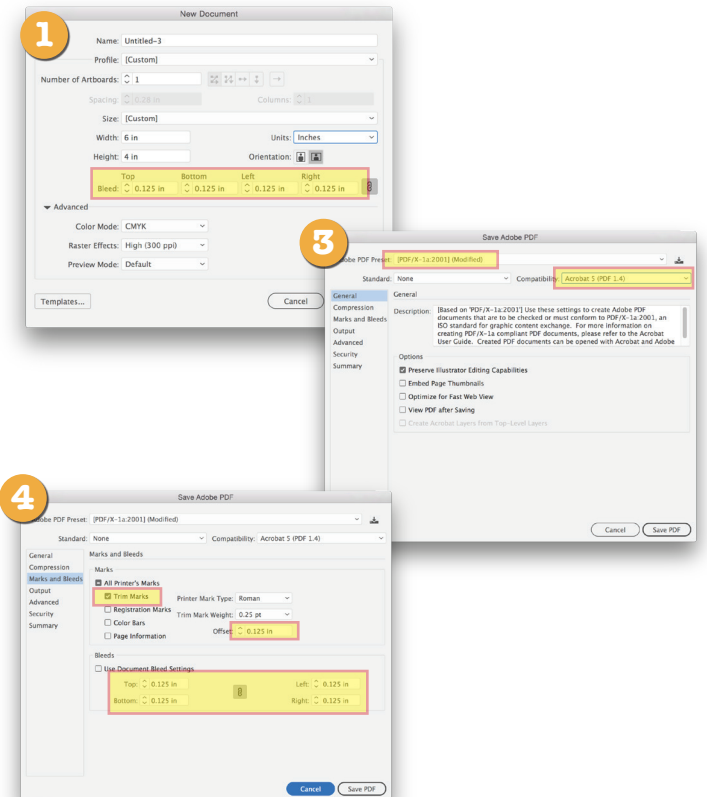
1. When initially setting up your InDesign file. After setting the size of your document indicate the bleed you'd like to include in the "New Document" dialog box. Standard Bleed setting is .125" on all 4 sides.
2. When your file is complete and ready for exporting as a PDF, verify that it has color or images that extend past the trim that it fills the bleed area.
3. Use the "Adobe PDF Presets" in the File Menu to export your file as a Print-Ready PDF. Select [PDF/X-1a:2001] as the PDF you want to use. This is the industry standard for Print-Ready PDF.
4. Once in the PDF options dialog box. First change compatibility option to Acrobat 5 (PDF 1.4), this will ensure to keep any transparency on flattened when you export the file. Second, click on the "Marks and Bleeds" option on the right hand side. Check Crop Marks only and set the offset to .125". Finally set your bleed to .125" for all 4 sides in the "Bleed and Slug" area.
5. Export the PDF to save it.



Ai

## Adobe Illustrator

1. When initially setting up your Illustrator file. After setting the size of your document indicate the bleed you'd like to include in the "New Document" dialog box. Standard Bleed setting is .125" on all 4 sides.
2. When your file is complete and ready for exporting as a PDF, verify that it has color or images that extend past the trim that it fills the bleed area.
3. Use the "Save As" in the File Menu to export your file as a Print-Ready PDF. Change the file type at the bottom of the Save As window to PDF.
4. Once in the PDF options dialog box. First Select [PDF/X-1a:2001] as the PDF you want to use. This is the industry standard for Print-Ready PDF. Next, change compatibility option to Acrobat 5 (PDF 1.4), this will ensure to keep any transparency unflattened when you export the file. Next, click on the "Marks and Bleeds" option on the right hand side. Check Crop Marks only and set the offset to .125". Finally set your bleed to .125" for all 4 sides in the "Bleed and Slug" area.
5. Export the PDF to save it.



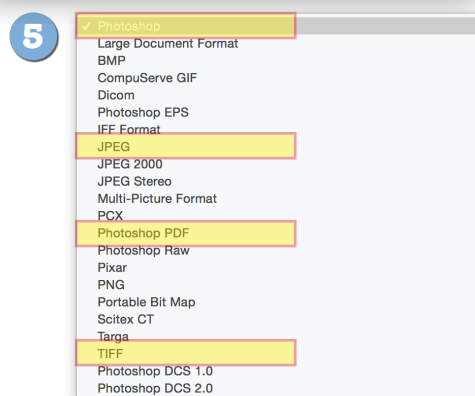
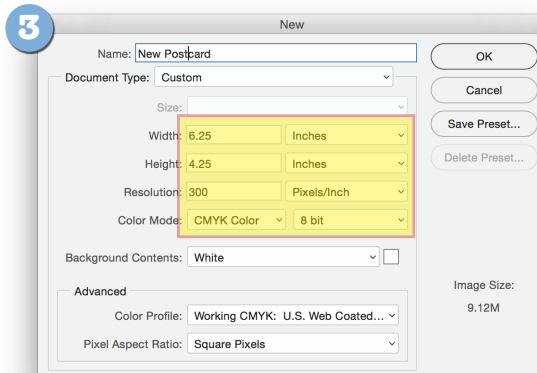
# How to add Crops & Bleeds:

Ps

## Adobe Photoshop

1. Photoshop is different because it is an image editing software and usually is not used for page layouts. But you can still successfully save and image with bleeds in a format that will work for your printer.
2. Industry standards for printing Photoshop files require them to be at least 300dpi and CMYK Color.
3. When creating a new Photoshop file, make your image width and height .25" larger than you want the final trim to be. This will add .125" to all sides to accommodate for the bleed area. For example, if you want to create a 4x6" Postcard, then create your file at 6.25"x4.25".
4. Make sure you keep any important images or text at least .25" away from the edge of the layout to avoid anything getting trimmed off.
5. Save your file as a PSD, TIF, JPG or PDF File from Photoshop with no image compression added.

**NOTE:** Crop marks can be added manually in Photoshop but if the above steps are followed the printer can add the crops when printed.



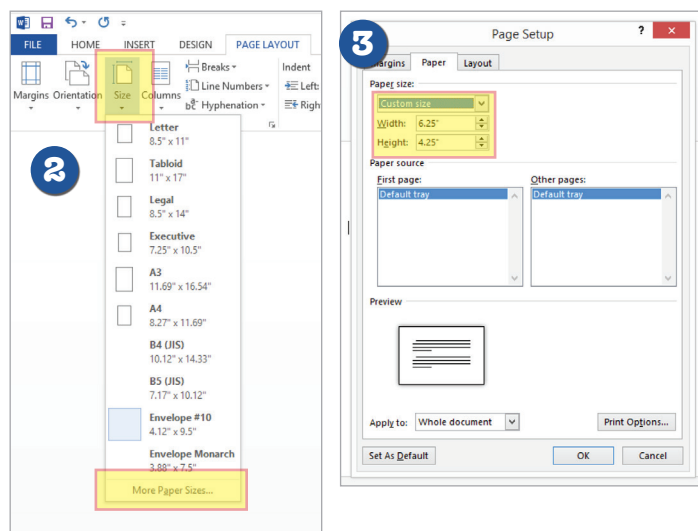
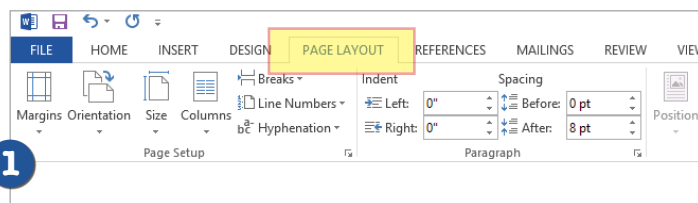
W

## Microsoft Word

**NOTE:** Microsoft Office Programs are not engineered to be page layout programs for commercial printing. They can be used for page layout but additional fees may be added to correctly set up files for printing.

Microsoft Word is designed for doing simple text documents and word processing. Most of the time you will work from a preset template. If you want the color to extend past the edge of your document and have it print correctly you have to do a few more steps to ensure correct printing and trim.

1. Open your file and go to the "Page Layout" Tab.
2. Select the "Size" option and scroll down to "More Page Sizes" and make your page width and height .25" larger than you want the final trim to be. This will add .125" to all sides to accommodate for the bleed area. For example, if you want to create a 4x6" Postcard, then create your file at 6.25"x4.25".
3. Make sure you keep any important images or text at least .25" away from the edge of the layout to avoid anything getting trimmed off.
4. Save your file as a PDF in the "Save As" menu.





# How to add Crops & Bleeds:

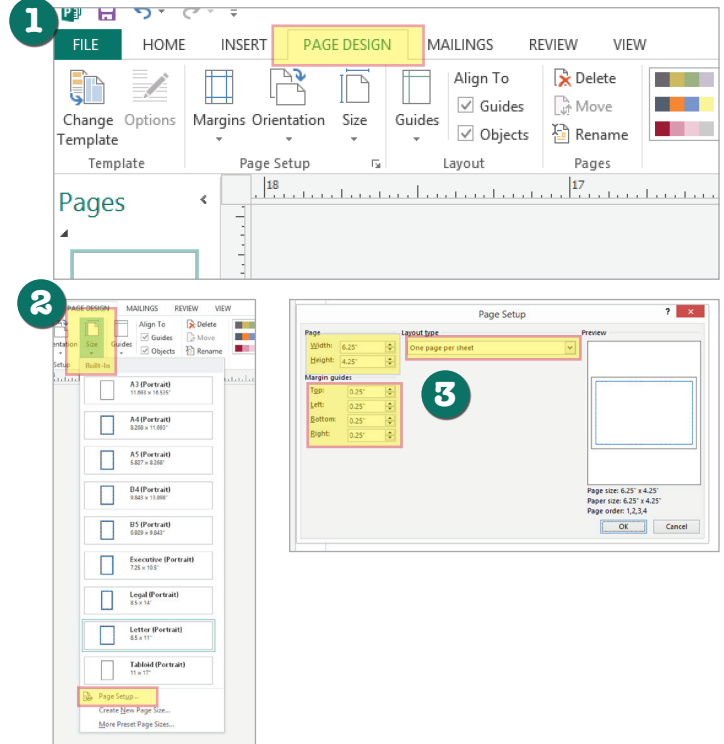


## Microsoft Publisher

**NOTE:** Microsoft Office Programs are not engineered to be page layout programs for commercial printing. They can be used for page layout but additional fees may be added to correctly set up files for printing.

Microsoft Publisher is designed for doing simple page layouts. Most of the time you will work from a preset template. If you want the color to extend past the edge of your document and have it print correctly you have to do a few more steps to ensure correct printing and trim.

1. Open your file and go to the “Page Design” Tab.
2. Select the “Size” option and scroll down to “Page Setup” and make your page width and height .25” larger than you want the final trim to be. This will add .125” to all sides to accommodate for the bleed area. For example, if you want to create a 4x6” Postcard, then create your file at 6.25”x4.25”.
3. Make sure you select “One Page Per Sheet” and keep any important images or text at least .25” away from the edge of the layout to avoid anything getting trimmed off.
4. Make sure you adjust your margins to keep elements at least .25” away from the edge of the layout to avoid anything getting trimmed off.
5. Save your file as a PDF in the “Save As” menu.



## Microsoft PowerPoint

**NOTE:** Microsoft Office Programs are not engineered to be page layout programs for commercial printing. They can be used for page layout but additional fees may be added to correctly set up files for printing.

Microsoft PowerPoint is designed for creating on-screen presentations. Most of the time you will work from a preset template. If you want the color to extend past the edge of your document and have it print correctly you have to do a few more steps to ensure correct printing and trimming.

1. Open your file and go to the “Design” Tab.
2. Select the “Size” option and scroll down to “Custom Slide Size” and make your page width and height .25” larger than you want the final trim to be. This will add .125” to all sides to accommodate for the bleed area. For example, if you want to create a 4x6” Postcard, then create your file at 6.25”x4.25”.
3. Make sure you keep any important images or text at least .25” away from the edge of the layout to avoid anything getting trimmed off.
4. Save your file as a PDF in the “Save As” menu.

