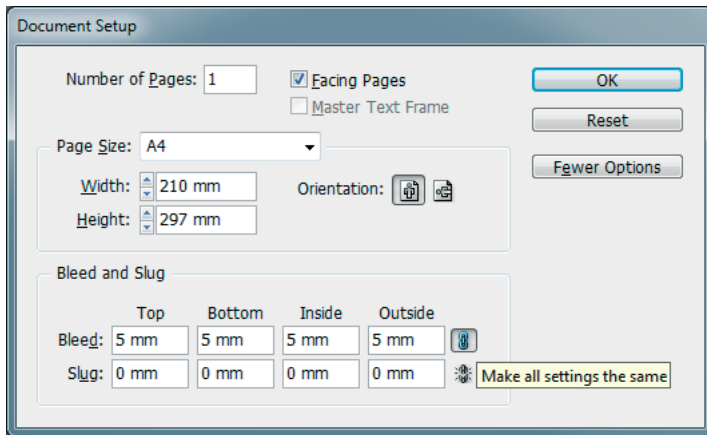


Crop & Bleed guide

Make sure your document is set up to create bleed. Pictures and graphics must expand the page.

In the menu File > Document Setup (Ctrl + Alt + P) select 'More Options'
Set bleed to 5 mm and make all the same.



An example from InDesign CS4.

Picture or graphic

Page

Bleed

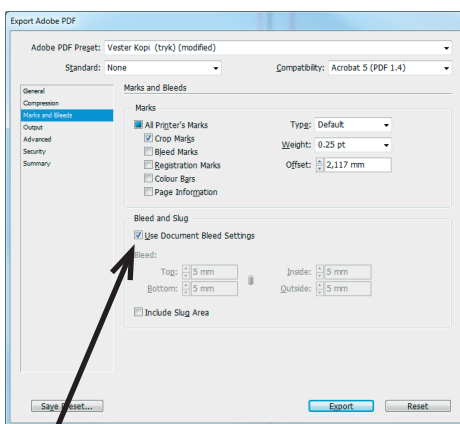
Full bleed is printing from one edge of the paper to the other without the standard borders by which most personal printers are limited. The paper is trimmed after printing to ensure the ink runs fully to the edge

Lorem ipsum libris dolorum percipitur an
vis, sea quot etiam splendide an, alia nulla
tempor at sit. Qui ut nonummy perfecto,
pri malis postea rationibus te. Ne nobis
appellantur referrentur qui, usu inimicus
conceptam ea. Id fabulas occurreret expen-
tendis duo, eu error dolore nostrum sit.
Dicta necessitatibus ex vim, hinc eius de-

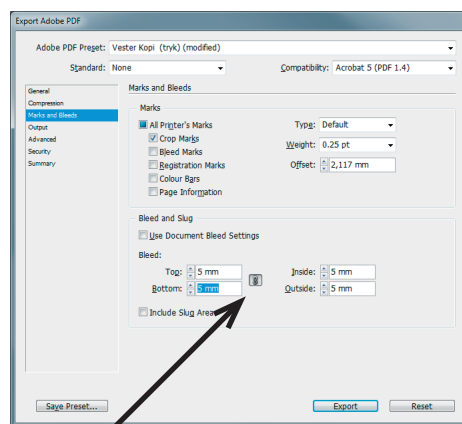
Make sure that the PDF file also include the bleed. During the export or printing to PDF you will find a setting for "Marks and Bleeds". It must be set up a shown here:

If you HAVE set bleed in document:

If you HAVEN'T set bleed do it manually:



Use document bleed



Enter 5mm and make all the same

Office applications like Word and Powerpoint can not define bleed but instead we can print your document slightly larger and then cut to size .