

Adding Bleeds to an InDesign File

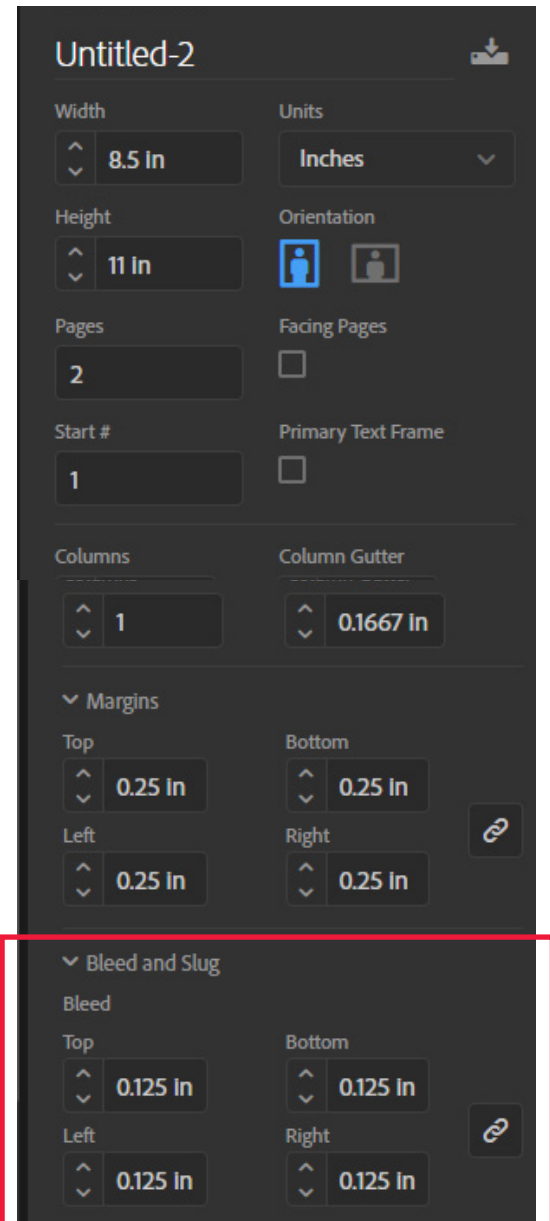
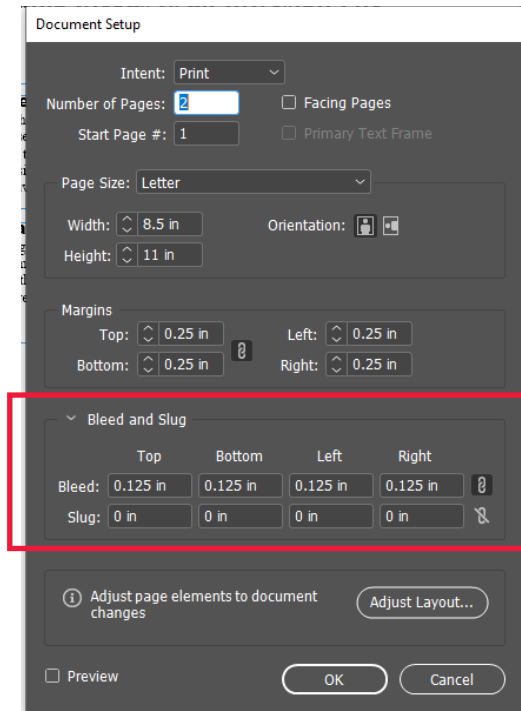
Adding bleeds when creating a new document

Navigate to the right side of the new Document window.

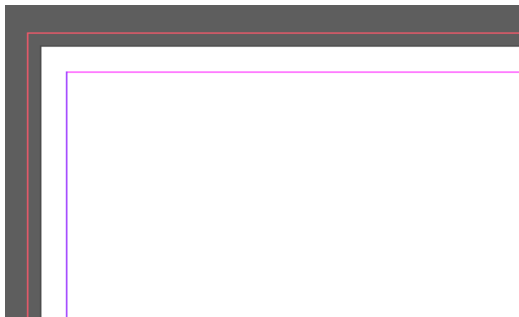
Here you will see a place to set the height and width of your document. Scroll down to the bottom of this menu until you get to Margins. Set the Margins to .25 inches on all sides. Underneath Margins set the bleed to .125 inch on all sides. You now have bleeds set up in your document.

Adding bleeds to an existing document

Open the document and navigate to the file menu in the upper left corner. From this menu select Document Setup. At the bottom of this menu is the words Bleed and Slug with an arrow. Click on this arrow to make the bleeds input field appear. Here set the bleeds to .125 on all sides. Then click OK.



Once you have your bleeds set up your document page should have a red boarder around it. This area between the page and the red line is called the bleed. Anything in the bleed area will be cut off after the piece has been printed. Please drag all images that touch the boarder of the page out to touch this red line.

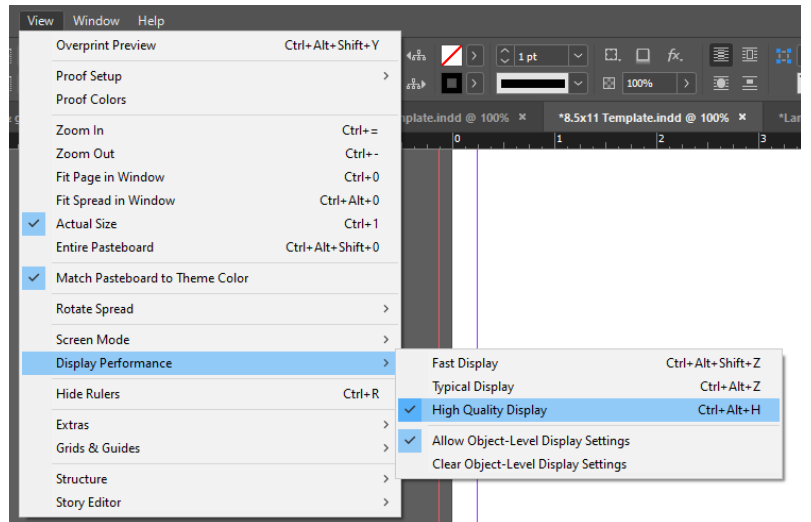


Extend images all the way to the red line

Once all images have been extended into the bleed area you are ready to export your PDF.

Check your images before you export!

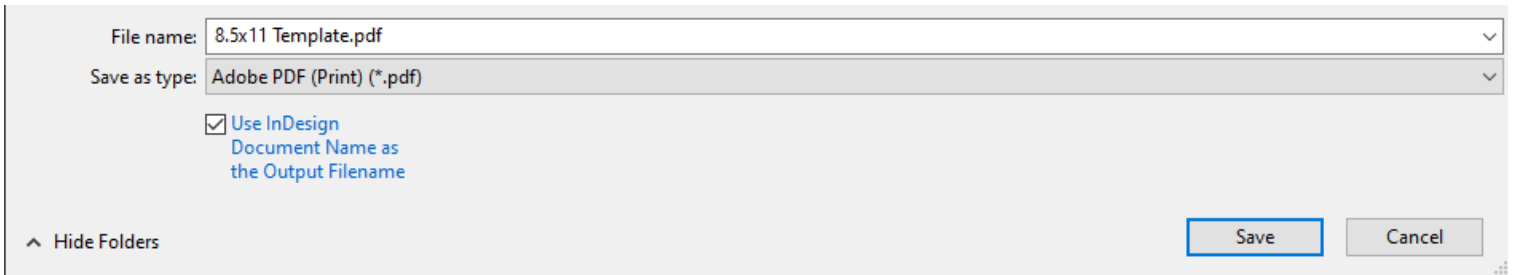
One more thing before you export! Examine your images. Are any of them blown up beyond their normal size? Any images blown up more than %50 should be examined carefully. To see if an image looks pixelated view your document in High Quality. Navigate to the menu at the top of the page and select View>Display Performance>High Quality Display. All images should 300pixels per inch for optimal printing quality. They should also be set up as CMYK color rather than RGB when possible. You can check also check your size conversions in the Output tab when exporting to make sure your images are getting exported at the proper size.



Exporting your document

Now you are ready to export.

Save the file and navigate to the File menu in the top left corner. From here navigate down to Export. Or use the keyboard shortcut Ctrl +E. This will open the export menu.

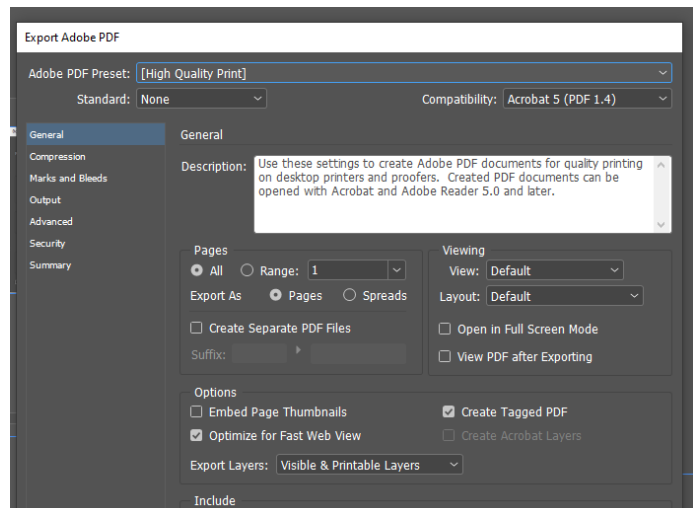
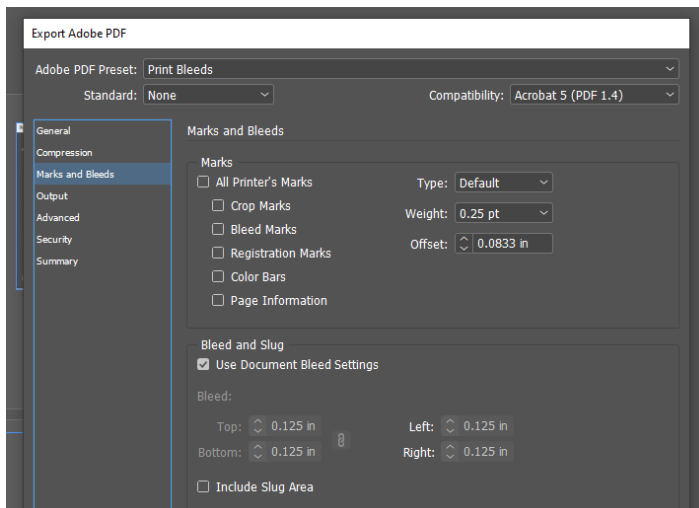


In the Export Menu type in your desired file name and Select Adobe PDF (PRINT) and click save. In the Export PDF Menu select [High Quality print] or a custom template file.

In the General Tab select the pages you wish to export. Export PDF as Pages rather than Spreads.

Now navigate to Marks and Bleeds.

In this tab make sure that Use Document Bleed settings is selected.



When you are finished select Export and wait for your Export to generate before checking over the final PDF.