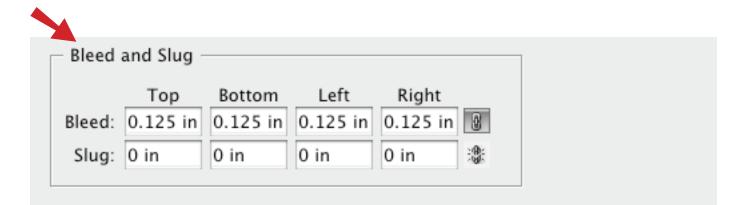
New Document	
Document Preset: [Default] Number of Pages: 1 Facing Pages Master Text Frame Page Size: Letter Width: \$8.5 in Height: \$11 in	OK Cancel Save Preset More Options
Columns Number: +1 Gutter: +0.1667 in	
Margins Top: \$\$0.25 in Bottom: \$\$0.25 in Right: \$\$0.25 in	

To set up Indesign for files that bleed.

Bleed refers to color, text, or pictures that go to the edge of the paper.

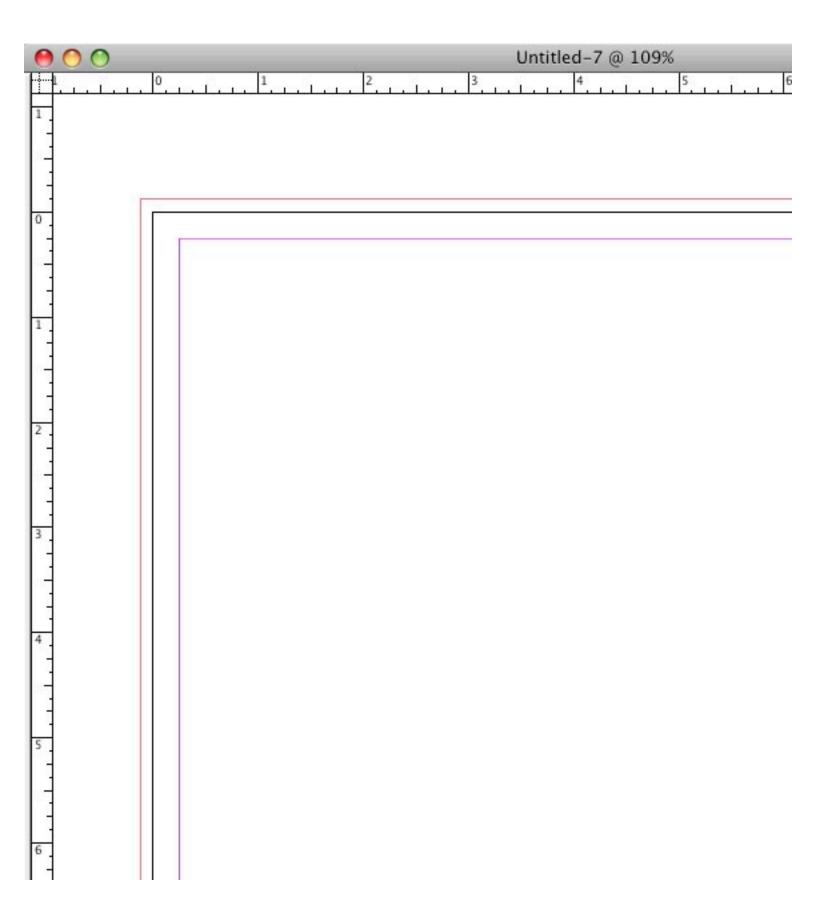
File → New → Document

Will bring you to a dialogue box that looks like the above screen shot. Set your page size and make your margins at .25". If you do not see the area that says Bleed and Slug (see image below) then click on the **More Options** button to the right, underneath OK, Cancel, Save Preset. After you click that button you will see the Bleed and Slug area, set the bleeds to .125" Top, Bottom, Left and Right.



Your New Document

To easily view where your margin and bleed guides are they are color coded. See the image below. The red line indicates where the bleed should extend to, the black line indicates the edge of the paper and the purple line is your margin.



If your "New Document" doesn't show guides:

View → Screen Mode → Normal

Normal should have a checkmark next to it.

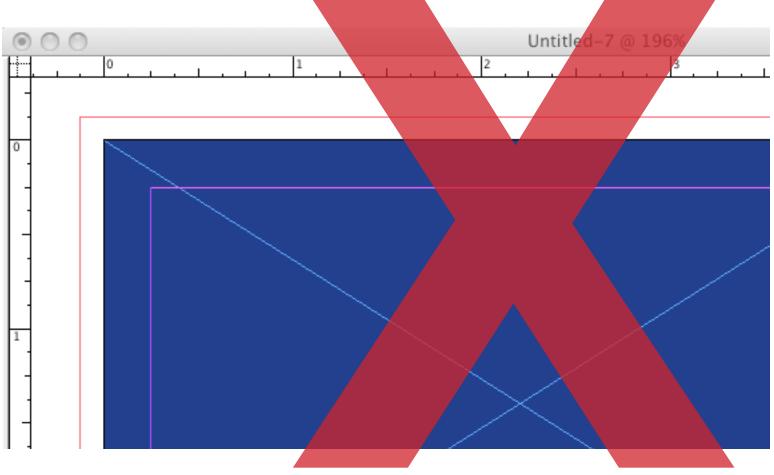
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View -> Grids & Guides -> Hide Guides

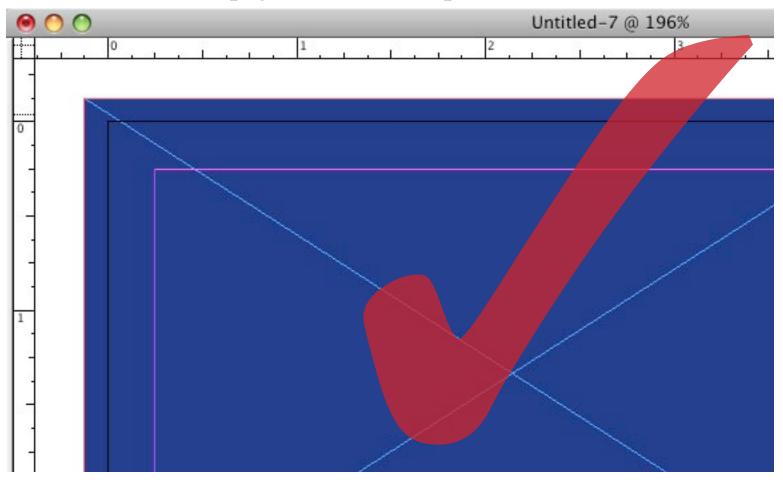
Hide Guides should not have a checkmark next to it.

Grids & Guides		Hide Guides	Ж;
Story Editor	Þ	Lock Guides ✓ Lock Column Guides	~ ೫;
Hide Notes		✓ Snap to Guides	企 郑;
		Show Baseline Grid Show Document Grid Snap to Document Grid	ጊዝ' ዝ' 1 ጉዝ'

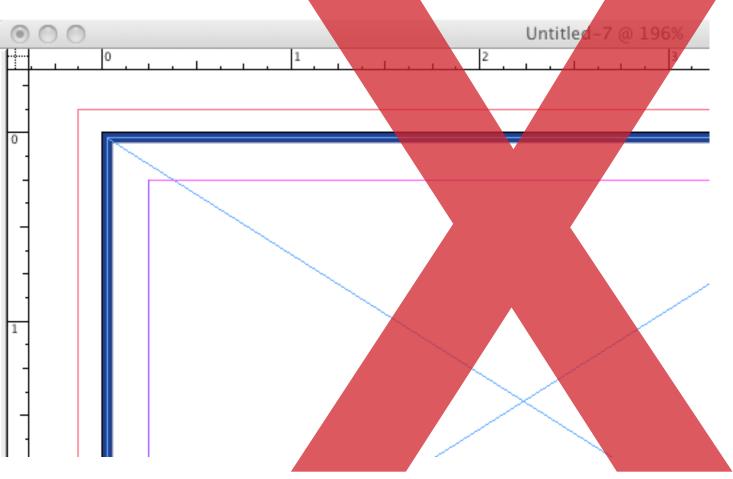
Color to edge of page ~ Incorrect setup



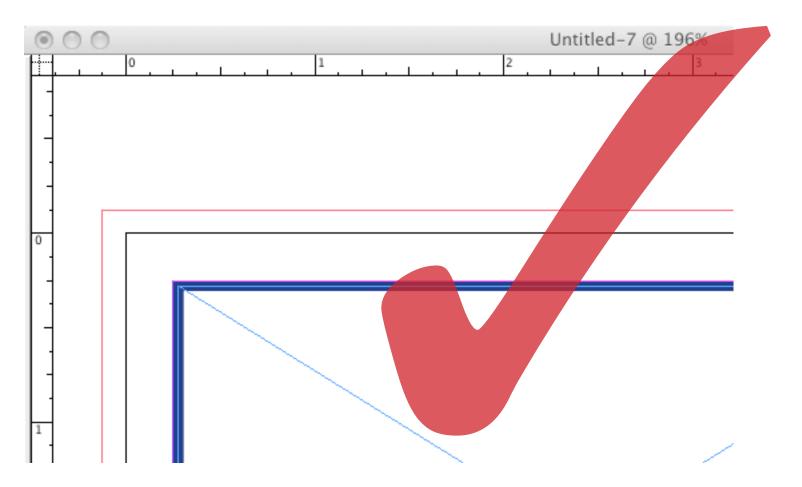
Color bleeds off the page ~ Correct setup



Border to edge of page ~ Incorrect setup



Border with .25" for margin ~ Correct setup



Exporting your document with bleeds

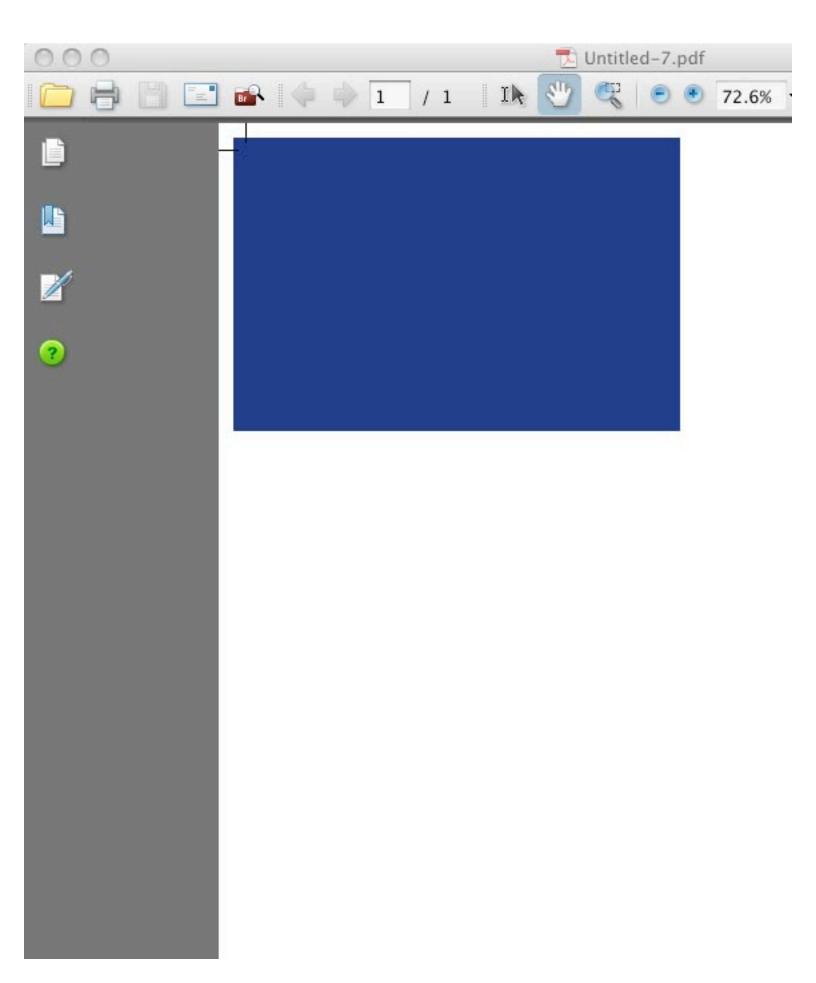
File → Export

Click on the Marks and Bleeds tab in the
Export Adobe PDF dialogue box. Check off
Crop Marks and Check off Use Document
Bleed Settings (or you can manually set the
Top, Bottom, Left, and Right settings).

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Save Preset		Cancel Cancel	Export

Your PDF will have cropmarks and bleed like the image below.



Packaging your Indesign file

"Packaging" will put your file along with any images and fonts used in a folder that you can then "zip" up or compress and send to our ftp site. www.providence.minutemanpress.com

File → Package

The Printing Instructions dialogue box will pop up next. Fill out your contact information along with any special instructions here.

	Printing Instructions	
Filename: Contact: Company: Address:	Instructions.txt	Continue Cancel
Phone: Email: Instructions:	Fax:	

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In the Create Package Folder dialogue box, check off: **Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package**. Choose a location for the new folder being made and click **Save**. Your file is now all contained in a folder that is ready to compress and send to us via our website.

www.providence.minutemanpress.com

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