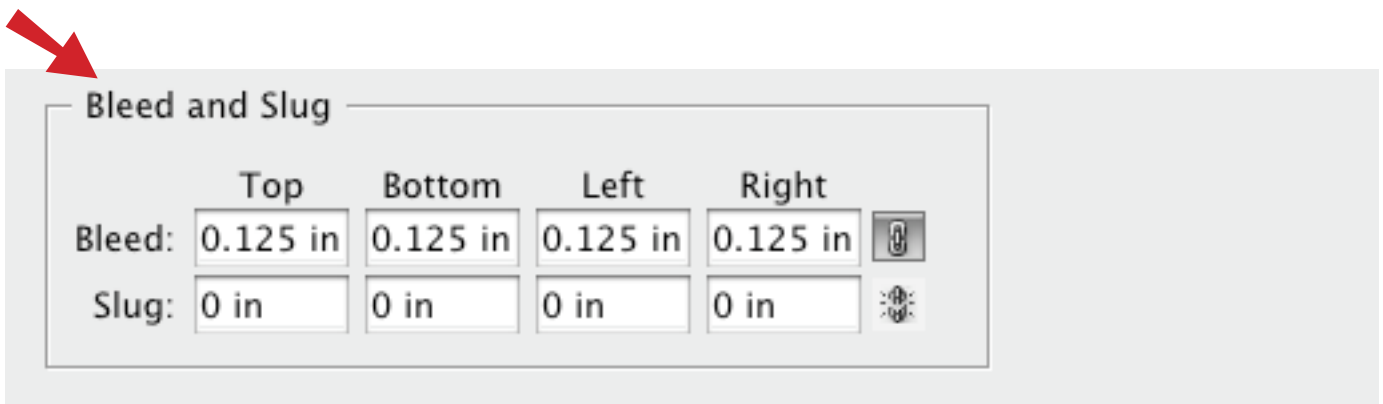# To set up Indesign for files that bleed.

Bleed refers to color, text, or pictures that go to the edge of the paper.
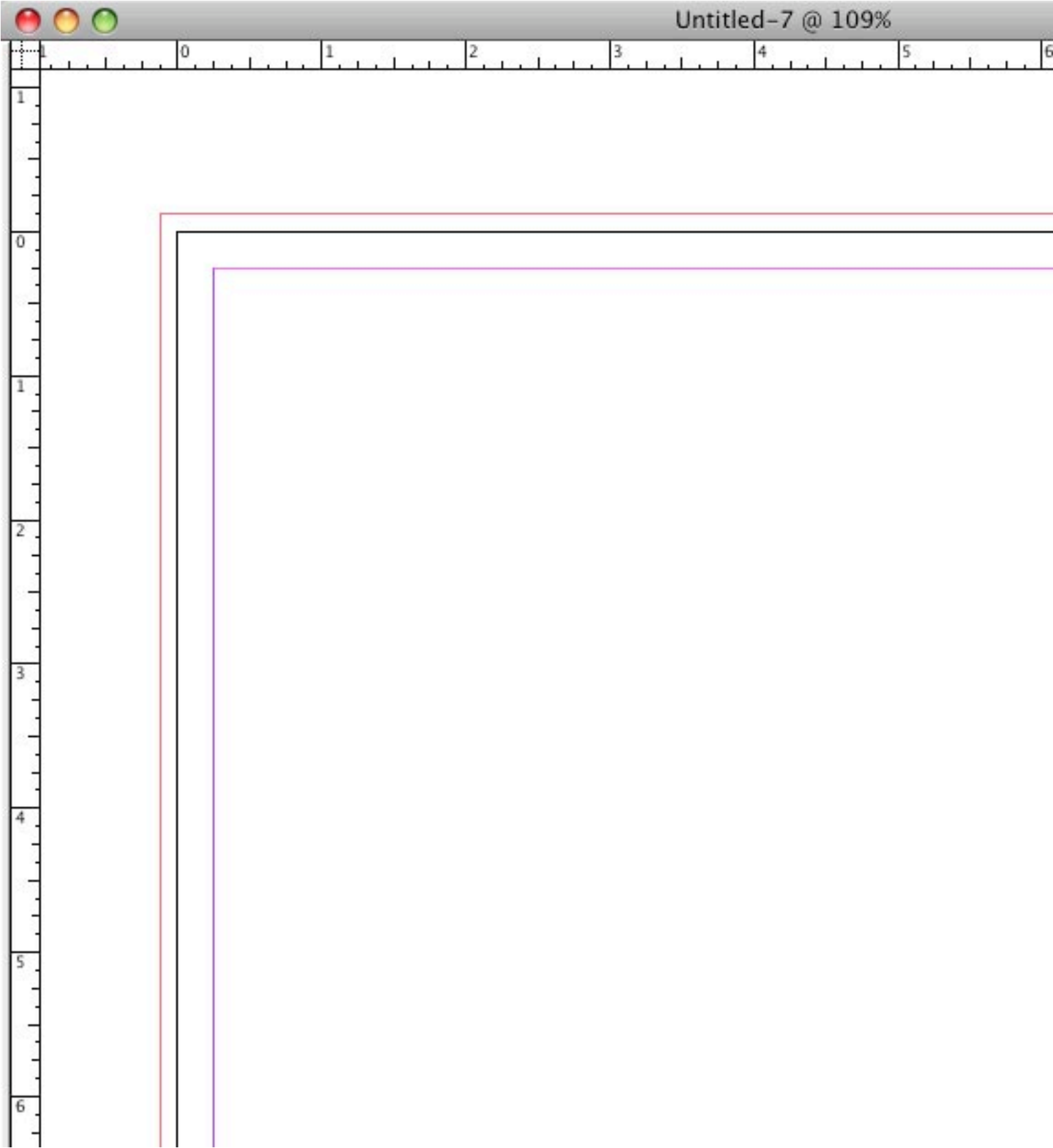
File ➔ New ➔ Document

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.
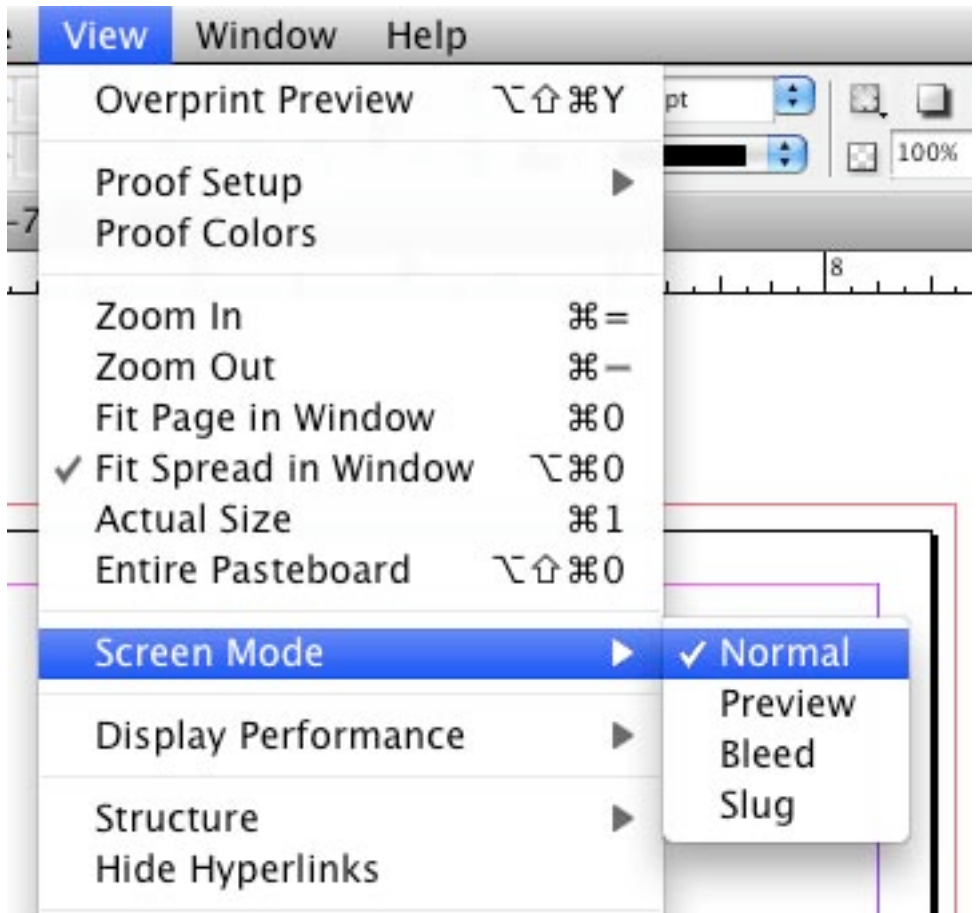
Your New Document

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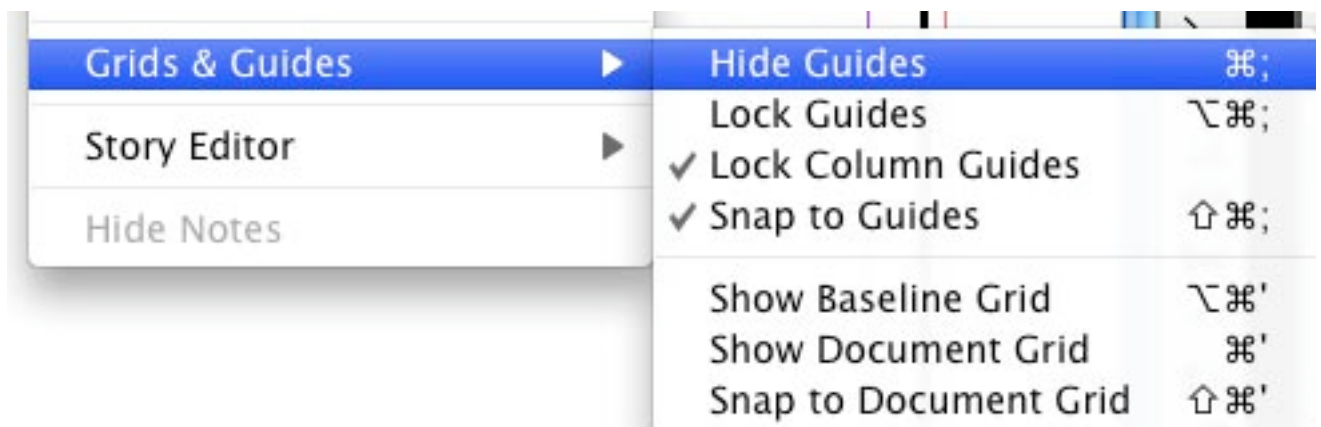
If your "New Document" doesn't show guides:

View ➜ Screen Mode ➜ Normal

Normal should have a checkmark next to it.

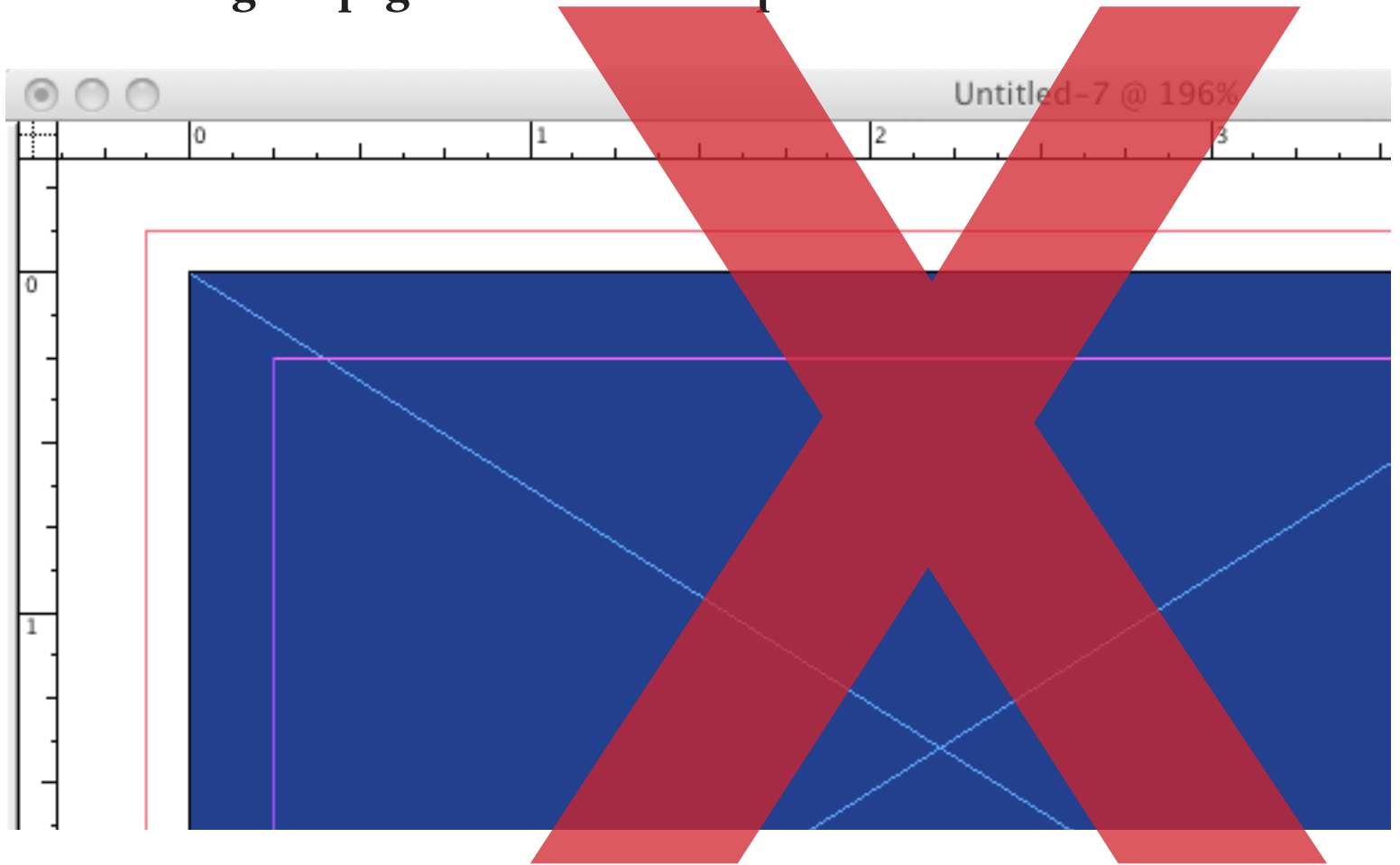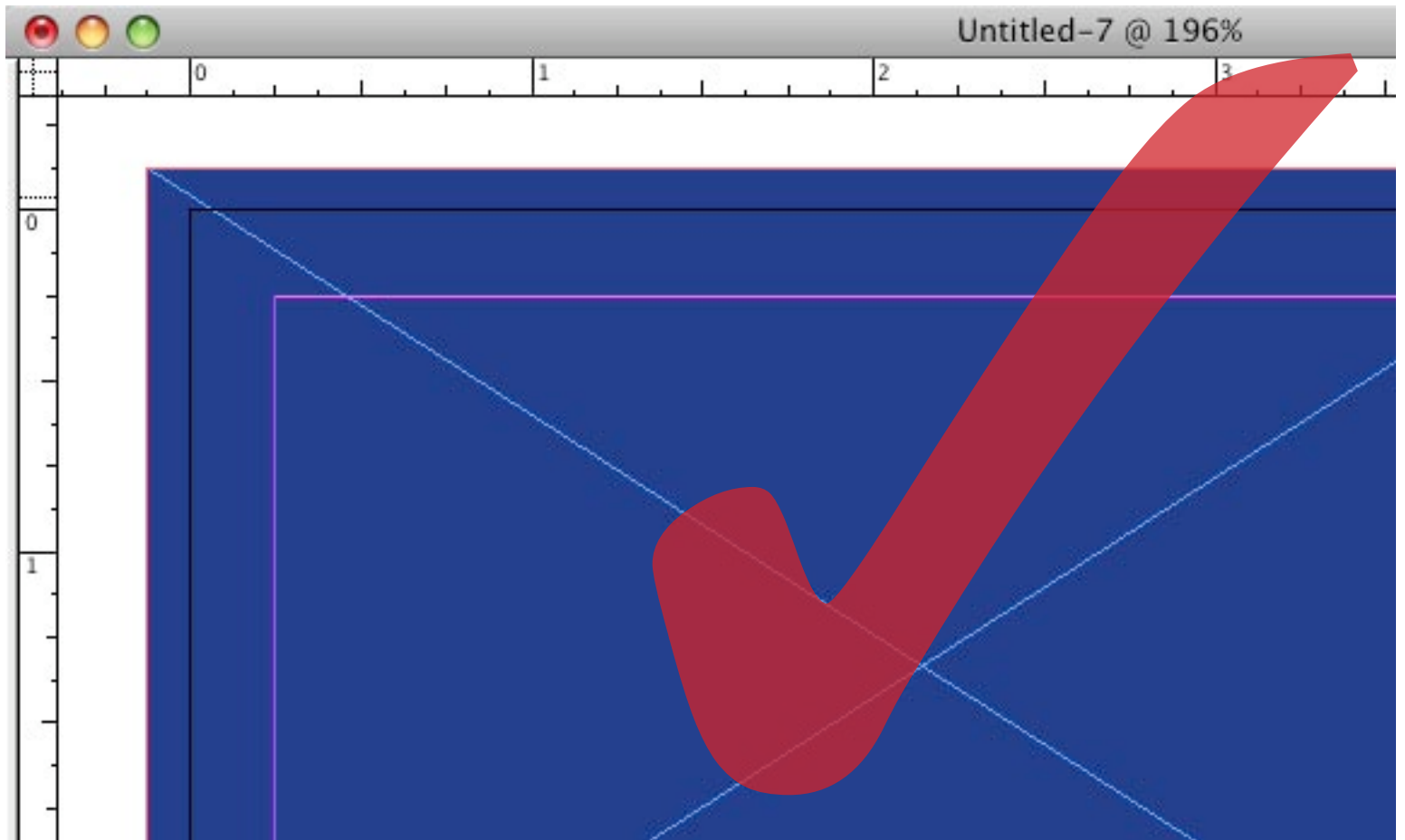## View ➜ Grids & Guides ➜ Hide Guides
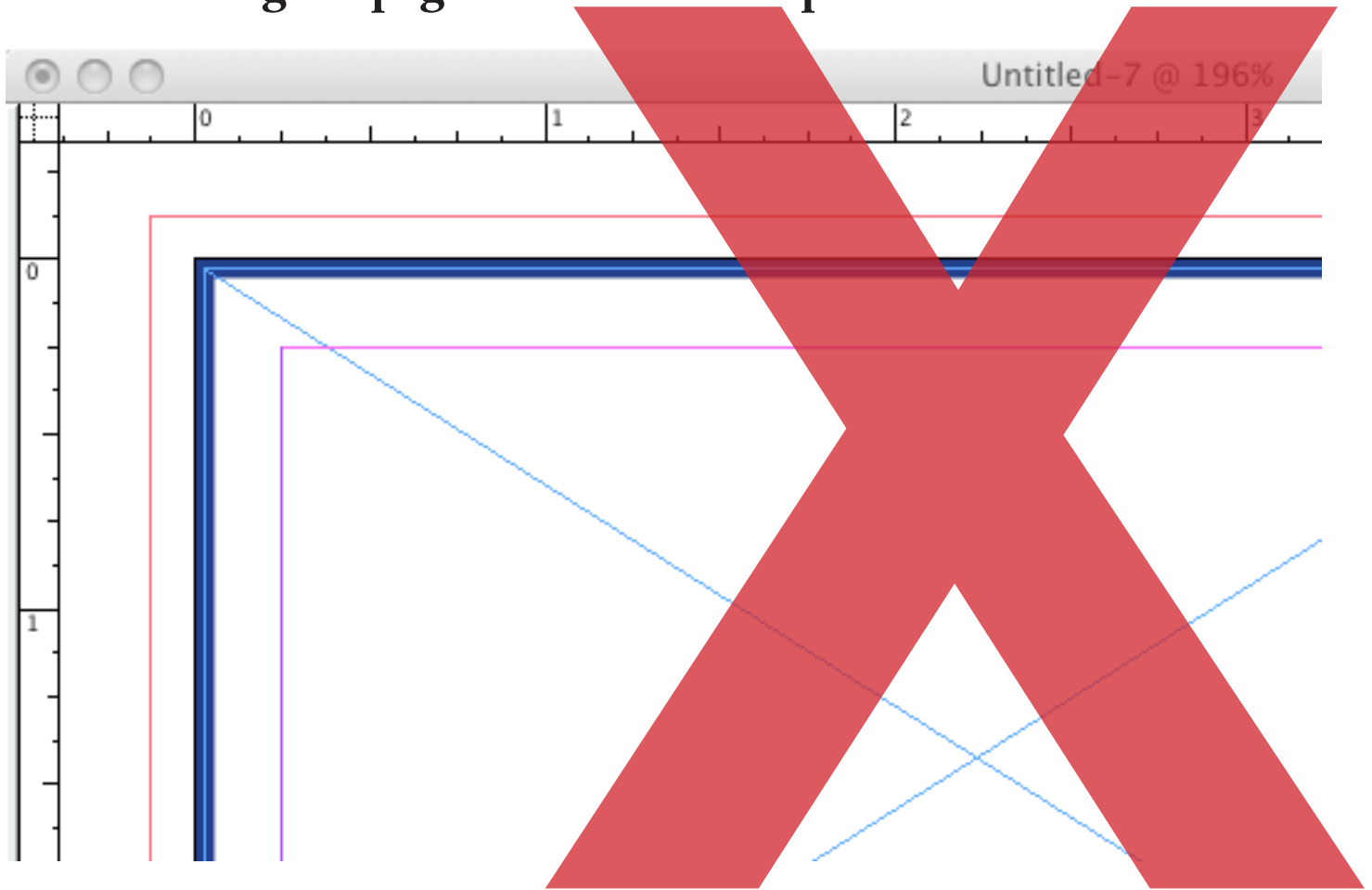
Hide Guides should not have a checkmark next to it.
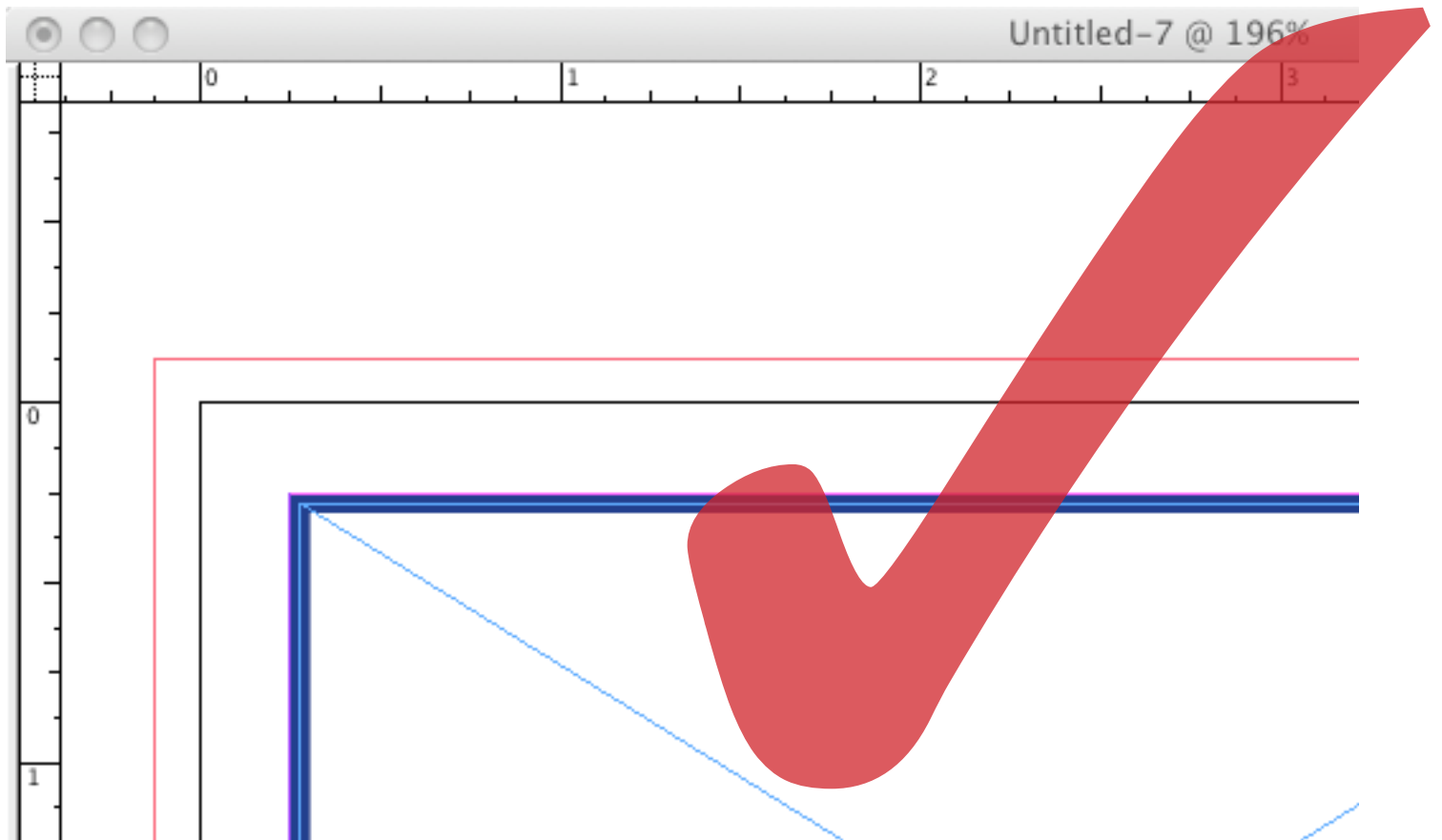
Color to edge of page ~ Incorrect setup

Color bleeds off the page ~ Correct setup
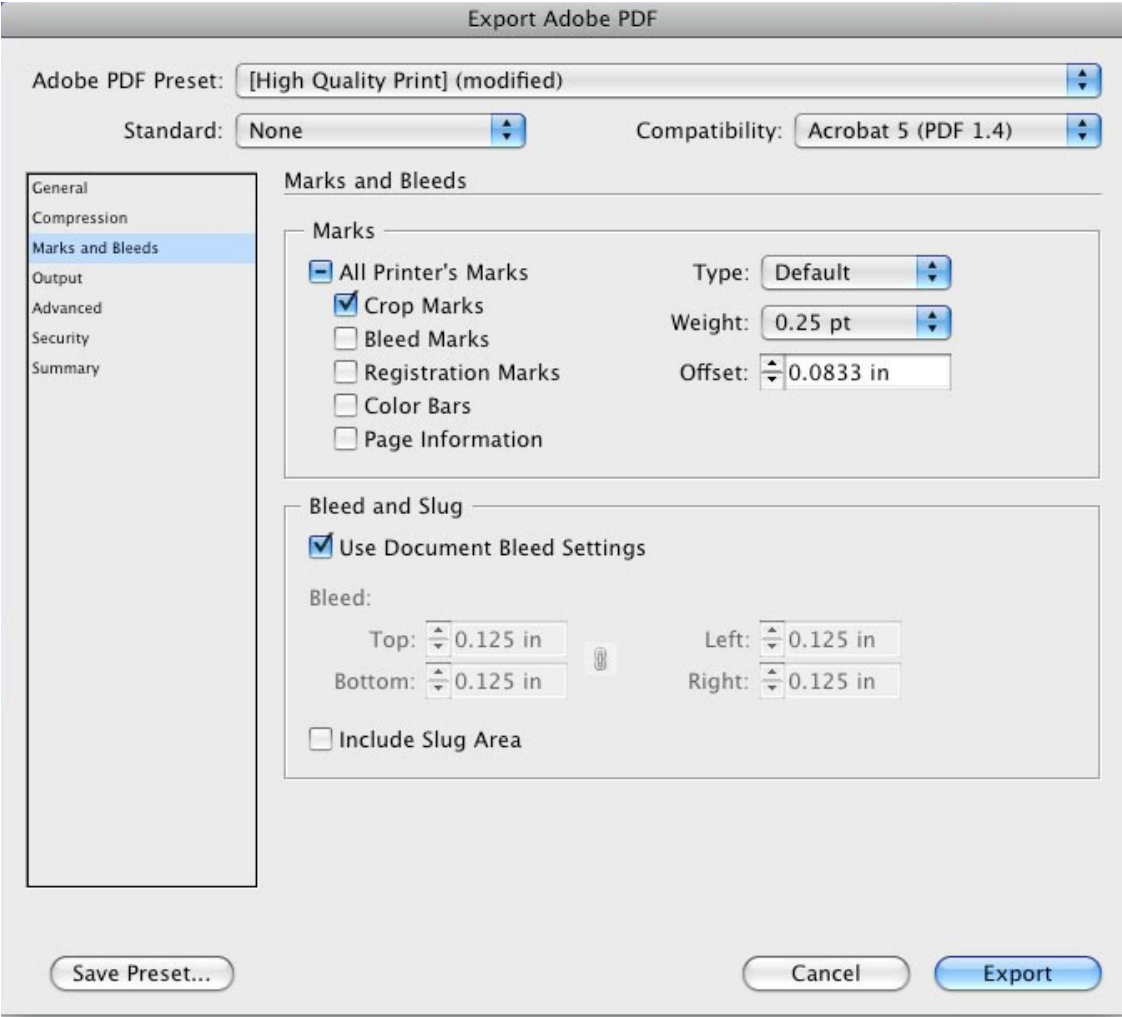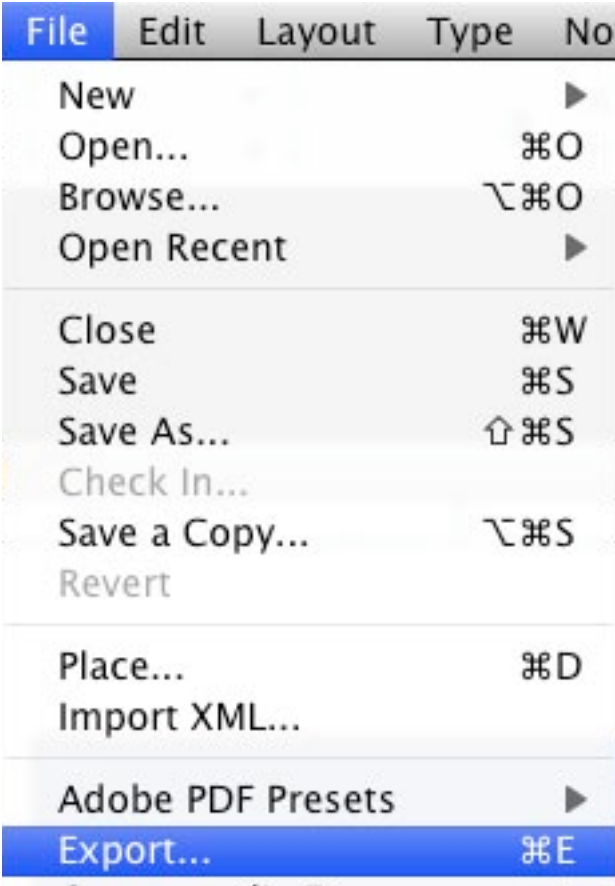
Border to edge of page ~ Incorrect setup

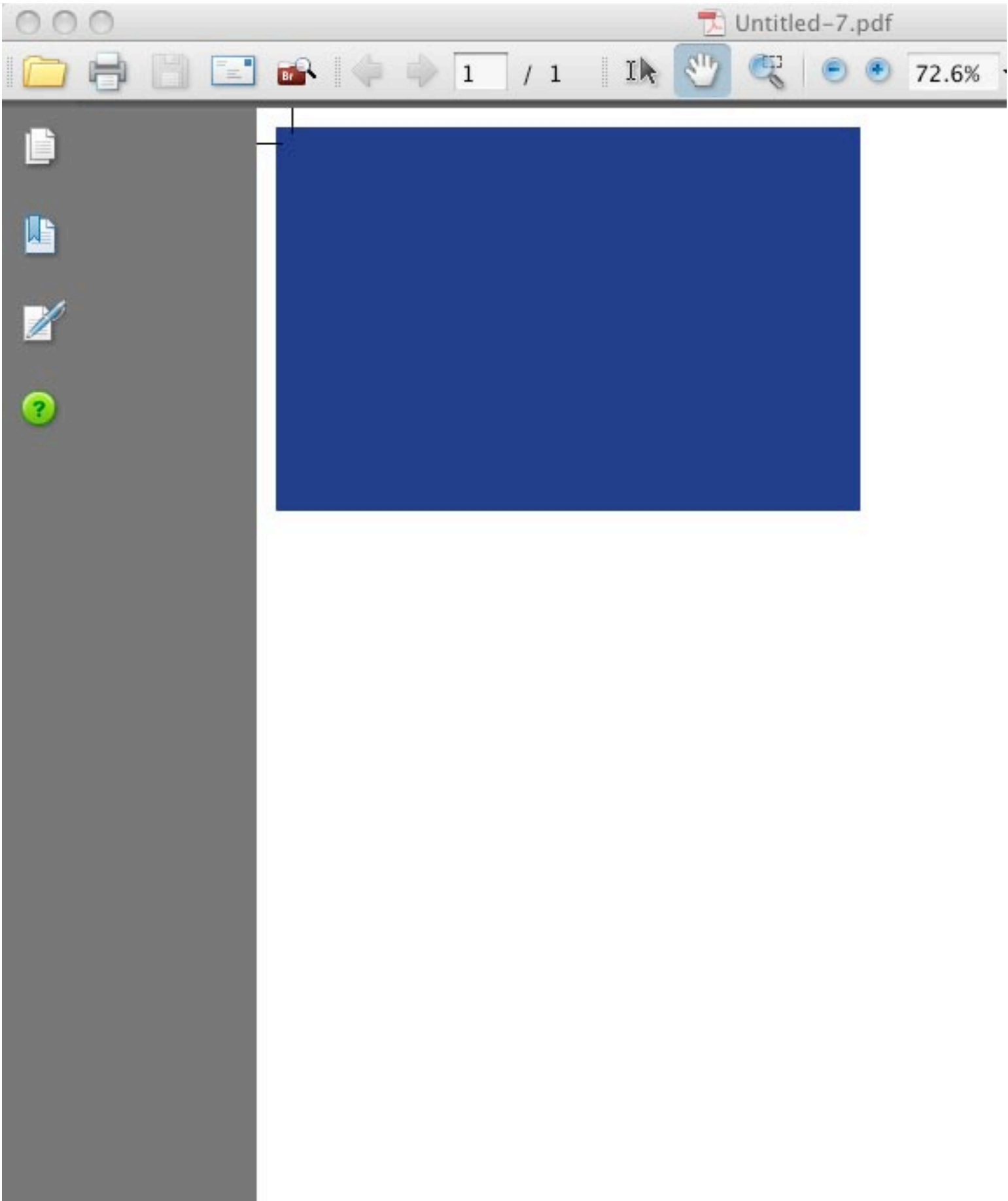# Border with .25" for margin ~ Correct setup

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).

File	Edit	Layout	Type	No

New ▶
Open... ⌘O
Browse... ⌥⌘O
Open Recent ▶

Close ⌘W
Save ⌘S
Save As... ⇧⌘S
Check In...
Save a Copy... ⌥⌘S
Revert

Place... ⌘D
Import XML...

Adobe PDF Presets ▶
Export... ⌘E

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified)

Standard: None   Compatibility: Acrobat 5 (PDF 1.4)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Marks and Bleeds

Marks

☐ All Printer's Marks   Type: Default
☑ Crop Marks   Weight: 0.25 pt
☐ Bleed Marks   Offset: 0.0833 in
☐ Registration Marks
☐ Color Bars
☐ Page Information

Bleed and Slug
☑ Use Document Bleed Settings

Bleed:
Top: 0.125 in   Left: 0.125 in
Bottom: 0.125 in   Right: 0.125 in

☐ Include Slug Area

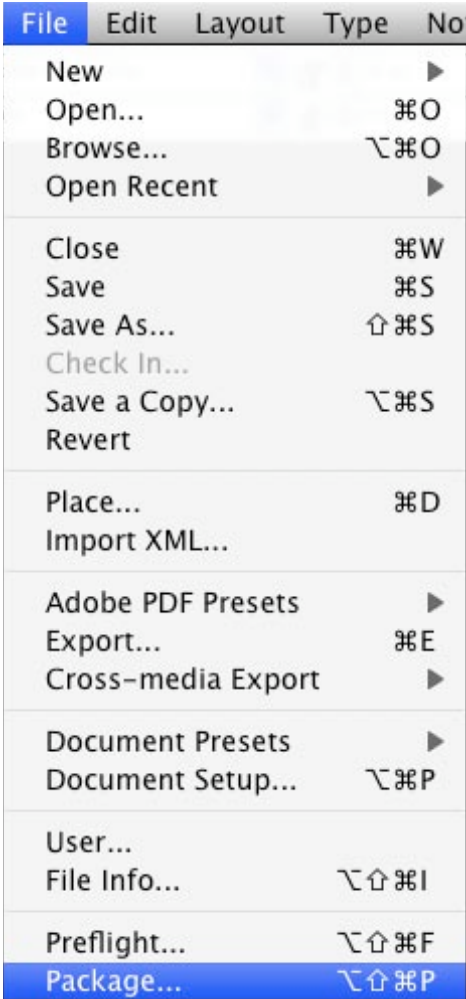Save Preset...   Cancel   Export

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.

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

Create Package Folder

untitled folder

Name	Status	Size	Versio

Save As: YourFileName Folder

☑ Copy Fonts (Except CJK)
☑ Copy Linked Graphics
☑ Update Graphic Links In Package
☐ Use Document Hyphenation Exceptions Only
☐ Include Fonts and Links From Hidden and Non-Printing Layers
☐ View Report

Instructions...

Cancel   Save