

TECHNICAL HANDOUT

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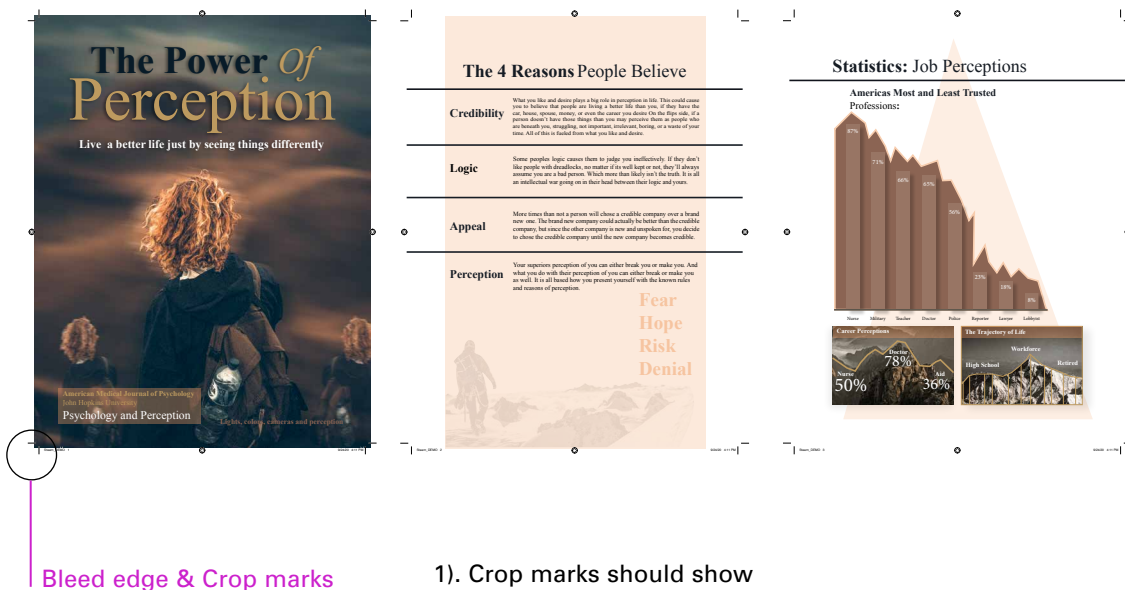
HOW TO CREATE A PDF WITH CROP MARKS AND BLEED ONLY

BEFORE YOU CREATE A PDF WITH BLEED, DOUBLE CHECK THE FOLLOWING:

1. Make sure before you create this PDF that you have applied a bleed dimension to your document.
To apply bleed Go to File > Pull down to **Document Setup** > turn down the **Bleed & Slug arrow** and apply .125" all around.
2. Make sure you have pulled all your graphics to the bleed edge as reviewed in the **WK6 Lecture Videos** on How to setup your page layouts using bleed.
3. Once finished, you will follow the instruction below on how to create a PDF showing bleed and crop marks.

CREATE A HIGH QUALITY PDF WITH BLEED AND CROP MARKS

1. Using InDesign you will create a PDF document of your layouts to submit for grading.
2. Go to File > Pull down to **Adobe PDF Preset** > High Quality Print
3. The next menu will ask you to save your PDF. Locate your **Project 1 folder** and save your PDF as **lastname_P1.pdf**
4. In the left column select **General** > make sure in the **Pages area** > **ALL** is selected, this will save all the layout pages.
5. In the left column select **Marks & Bleed** > Select the following options,
Check Crop Marks
Check Registration Marks
Check Page Information
Check Use Document Bleed Settings, this will show you .125" bleed amount around the entire page
6. Be sure to open your PDF file inside Previewer or Adobe Acrobat to double check whether you have (3) pages with marks & bleed.
7. Once finished, you will follow the instruction inside eCampus for submitting to the assignment area. **If you have multiple files to submit or extra materials you will need to create a .zip file of all your assets.**



1). Crop marks should show on all final page layout PDFs.

2). Bleed Area should show on all final page layouts PDFs.