

ADDING BLEED & CROPMARKS

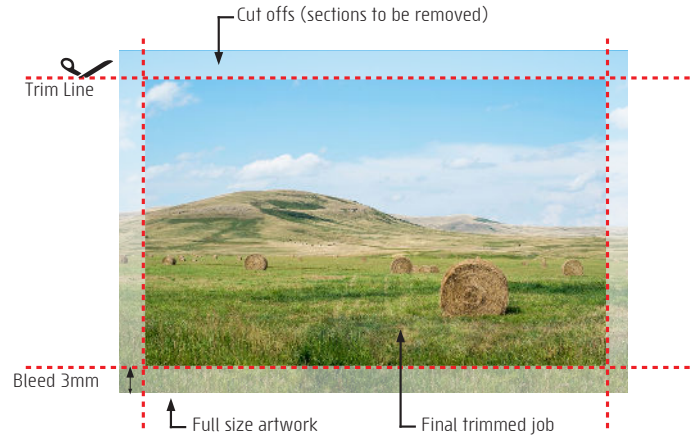
Here are a few guidelines to help you to add bleed when supplying files for digital printing. If you are unsure, please ask us, we are happy to help.

What is Bleed?

- Machines don't print to the edge of paper, so the paper has to be trimmed to size.
- If your artwork needs print right to the edge then you must allow for an extra 3mm around the edges of your artwork, that will be cut off. This extra 3mm is called bleed.

What are Crop Marks?

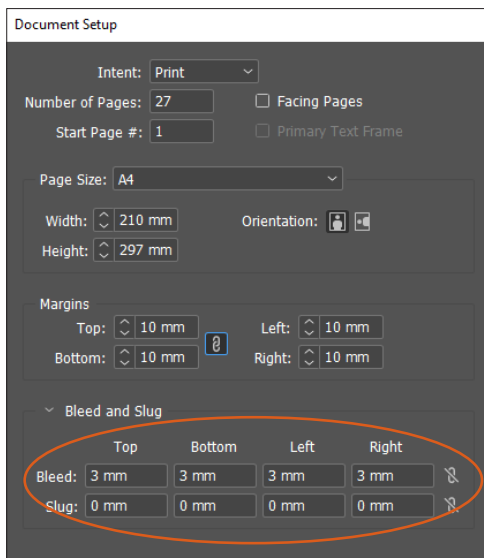
- Crop marks indicate bleed and show where the print is to be trimmed to size. Crop marks are placed in such a way that they cannot be seen once the print work is trimmed.



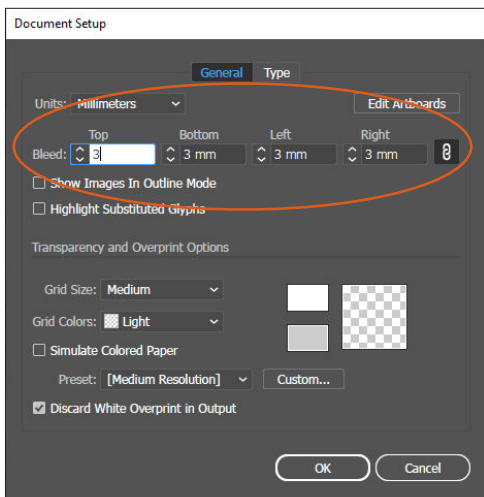
To add bleed and cropmarks in Indesign and Illustrator

- Go **File** and select **Document Setup**
- Add 3mm bleed as indicated below

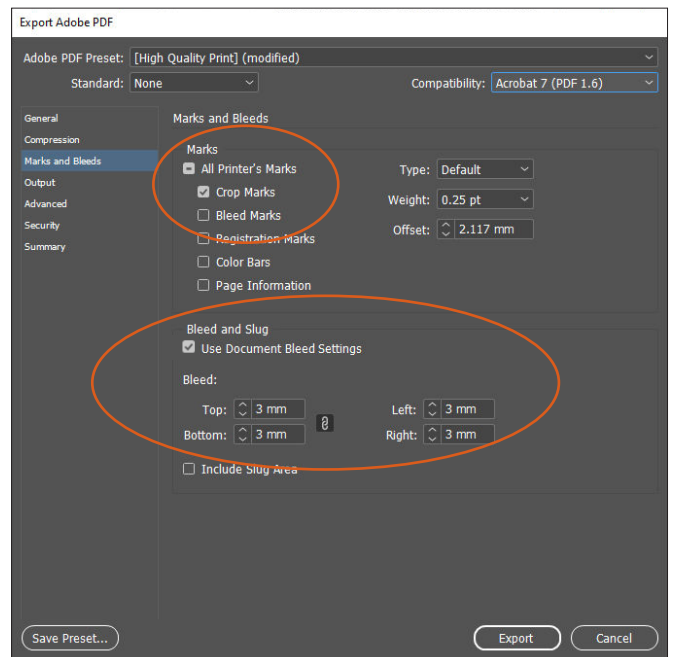
INDESIGN



ILLUSTRATOR



- When exporting (Indesign) or saving (illustrator) to PDF under **Marks and Bleeds** check **use document bleed settings** and ensure the bleed section had 3mm bleed and check the **cropmarks**. See image below:



To add bleed in Word or Photoshop

- Make the file 6mm bigger in both width and length. Eg for an A4 size make the file 216mm x 303mm
- Keep all important information with a 10mm margin to ensure nothing gets cut off. When we trim the file we will trim off 3mm on all sides.

Use this method for any other software that does not have the add bleed and cropmarks functions.

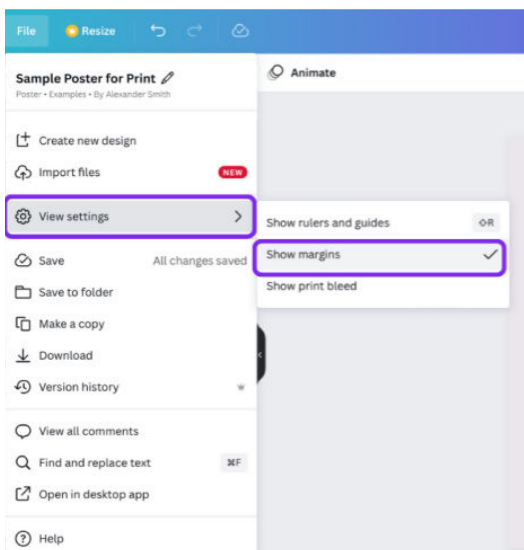
To add bleed in CANVA

Planning to print something? Turn on margins, bleed, rulers, and crop marks while designing to make sure everything prints as expected.

USING MARGINS

Turn on margins to make sure that important design elements aren't cut when printed.

- Create or open an existing design.
- From the menu bar, select **File** then **View settings**.
- Select **Show margins**. A border of broken lines will appear on your design pages.
- Edit your design, and keep important elements inside the margin.



USING BLEED

Avoid unintended white edges when printing to the edge of the paper.

- Create or open an existing design.
- From the menu bar, select **File** then **View settings**.
- Select **Show print bleed**. A border of dashed lines will appear close to the edges of your design. This bleed margin is fixed based on print production standards and cannot be adjusted.

- If you see white gaps around the design edges, resize or stretch your background to cover them. Stretch elements, that you don't mind being cut, around the edges as well.



ADDING CROP MARKS

Add crop marks when downloading your design to mark where to trim the paper. Note that the size for crop marks is fixed.

- On the menu bar, select **Share**.
- Select **Download**.
- On the **File type** dropdown, select **PDF Print**.
- Tick the **Crop marks and bleed** checkbox.
- Select **Download** or **Pay and Download**.

