

# ADDING BLEED & CROPMARKS

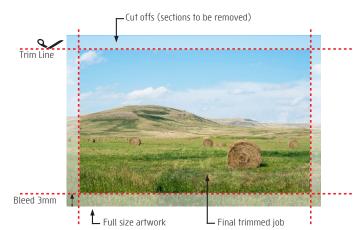
Here are a few guidelines to help you to add bleed when supplying files for digital printing. If you are unsure, please ask us, we are happy to help.

# 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

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 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:

Export Adobe PDF		
Adobe PDF Preset: [High Standard: None	Quality Print] (modified)	Compatibility: Acrobat 7 (PDF 1.6)
General Compression Marks and Bleeds Output Advanced Security Summary	Marks and Bleeds Marks All Printer's Marks Crop Marks Bleed Marks Registration Warks Color Bars Page Information	Type: Default Weight: 0.25 pt Offset: ○ 2.117 mm
	Bleed and Slug Dise Document Bleed Settings Bleed: Top: 3 mm Bottom: 3 mm Include Slug Area	Left: 0 3 mm Right: 0 3 mm
Save Preset)		Export

# 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 303mmm
- 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.

Grid Colors: 🔛 Light

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et: [Medium Resolution]

White Overprint in Outpu

Cancel



# 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.

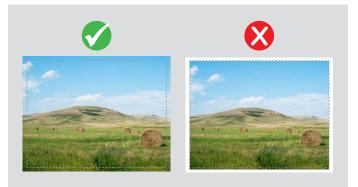
#### Q Animate Sample Poster for Print 🖉 (+ Create new design ( Import files NEW View settings > Show rulers and guides OR Show margins 1 Save All changes save Save to folder Make a copy ▲ Download Version history O View all comments Q Find and replace text XF Open in desktop app (?) Help

#### **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.

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