

# A PRACTICAL GUIDE

## *to adding bleed and crop marks to your document*

We highly suggest that you use a professional graphic designer, however, if you create your own artwork here are some tips for adding those essential details for making your file print ready.

### IMPORTANT FIRST STEP:

*Make sure your document size is set to the final trim size specified in your appropriate template located here:*

<http://vervante.com/A6CA8>

### Adobe Illustrator

- From the file menu, choose Save As. Make sure the Format drop down tab near the bottom of the screen is set to Adobe PDF. Click Save to move on.
- On the left column, choose marks and bleeds. In the first section labeled "Marks," check the trim marks to add crop marks. In the next section labeled "Bleeds," check "use document bleed settings" if they have been setup correctly in the original creation of the document. Otherwise, uncheck the box, and include a 0.1875 bleed all four sides of the document. The link button can update all the fields equally if you type in the first box and hit tab. Save PDF.

### Adobe InDesign

- From the file menu, choose Export. Make sure the Format drop down tab near the bottom of the screen is set to Adobe PDF (print). Title your document and hit save.
- On the left column, choose marks and bleeds. In the first section labeled "Marks," check "crop marks." In the next section labeled "Bleeds and Slug," check use document bleed settings if they have been setup correctly in the original creation of the document. Otherwise, uncheck the box, and include a 0.1875 bleed all four sides of the document. The link button can update all the fields equally if you type in the first box and hit tab. Hit the Export button. Your document cannot close until InDesign is finished exporting your PDF.
- \* File > Package if you have a document that uses links. If the document needs altered, this package will provide us with all the fonts and links necessary to edit your document accurately and quickly.
- Make sure your document size is set to the final trim size specified in your appropriate template located here:

[http://store.vervante.com/c/affil/print\\_specs.html](http://store.vervante.com/c/affil/print_specs.html)

## Adobe Photoshop – Not Recommended

- Using photoshop to apply crops and bleed marks requires advance planning. You can place a photoshop (PSD) document in InDesign and export to include bleeds from there. See InDesign notes.
- When you are creating your document, it needs the resolution to be set to 300 pixels/inch. The default setting is for 72, which is only acceptable for web and images to be viewed on screen.
- You also need to include your bleeds in the size of your PSD document. If your final document trim size is 5x7, your document in photoshop should be 5.25 x 7.25 ( to include space for the top AND bottom, and left AND right... your bleeds will only be 0.125 instead of the 0.1875 suggested by Vervante.)
- From Photoshop's File menu, choose Print with Preview. In the dialog box, check "Show More Options." In the Output area, check the "Corner Crop Marks" box, then click the Bleed button. Specify a bleed of 0.125 inches.
- When the page is printed, the crop marks will be moved inward 0.125 on all edges of the document.



File that has been exported with crop marks and bleed

## Adobe Acrobat Pro – Not Recommended.

- From the File > Print menu, choose the advanced options button. From the left column choose the marks and bleeds option. Check trim marks. This will not add bleeds to your document. You can only use if your images/color do not "run off" the edge of the page.



Final document

## Canva

- **Margins**

Make sure that important design elements aren't cut when printed or when ordering prints:

Create or open an existing design. From the menu above the editor, click File. If you have the View menu, click on it instead. Select Show margins. A border of broken lines will appear on your design pages. Edit your design, and keep important elements inside the margin.

- **Bleed**

Avoid white gaps when printing to the edge of the paper or card:

Create or open an existing design. From the menu above the editor, click File. If you have the View menu, click on it instead. Select Show print bleed. A border of broken lines will appear close to the edges of your design. This margin is fixed 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.

- **Crop marks**

Add crop marks when downloading your design for printing to mark where to trim the paper:

Add bleed to your design (see the previous section). Click the ↴ button on the toolbar above the editor. On the file type dropdown, select PDF Print. Click Crop marks and bleed to tick the checkbox. Click Download. If you used premium elements, pay for them first.