

Bleeds

Printed colors that extend past the edge of a page are known as bleeds. Understanding bleeds can be confusing, so our team of qualified customer service representatives are ready help. If you are sending a pre-designed document, implement the following tips based on the program you are using:

indesign & illustrator

Go to "Document Setup" and enter .125" for bleeds on all sides. When viewing your project in "normal" mode, it should now have a red guide line surrounding the document. Extend all desired elements to the red lines. When exporting or saving as a PDF, go to the marks and bleeds section and check "crop marks" or "trim marks" and "use document bleed settings".



photoshop

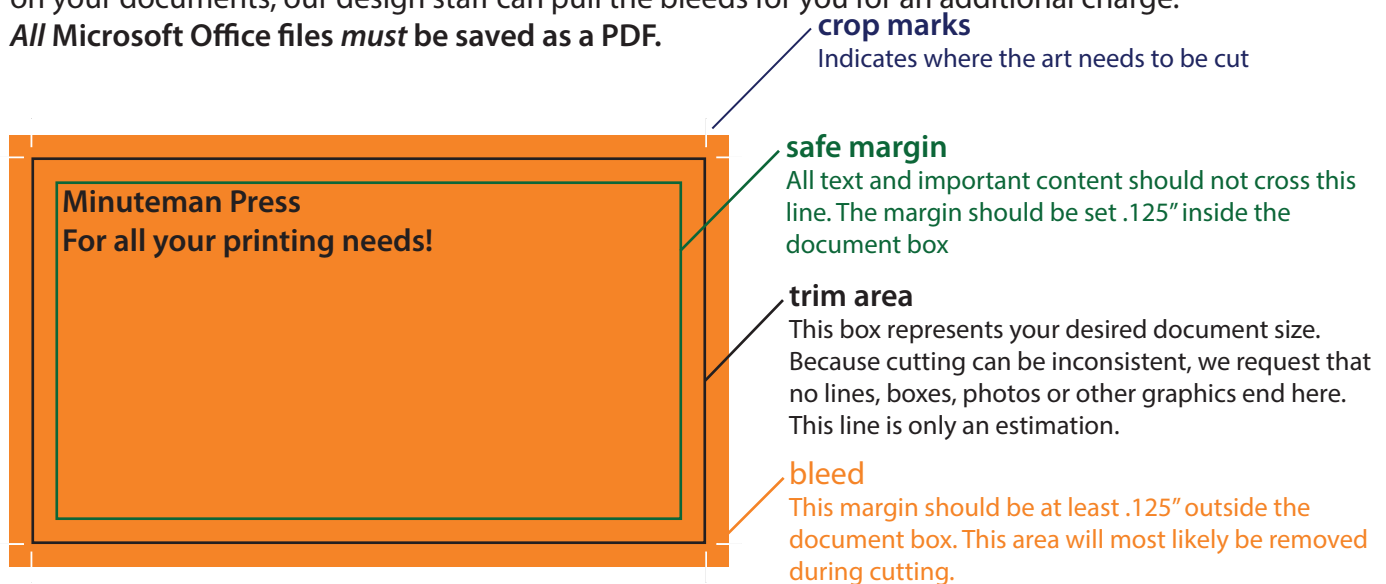
Change your canvas size to be .125" bigger on each side. For instance, for an 8.5"x11" flyer with a bleed, change the size to 8.75" x 11.25". Extend all desired elements to the edge of your canvas. Be sure not to move or enlarge any text that is not meant to bleed.

Note: If your photoshop file is flattened, it may not be possible to add a bleed; contact your designer.

microsoft office

Programs like Word, Publisher and PowerPoint were not designed to create press-ready files and are therefore not recommended by our design staff. You may be able to enlarge your files size by .125" on each side and extend the desired elements. Depending on the content of your project, it may be requested the your work be re-designed using the appropriate software. If you are not able to put bleeds on your documents, our design staff can pull the bleeds for you for an additional charge.

All Microsoft Office files *must* be saved as a PDF.



As always, additional graphics charges may apply for documents submitted that do not follow the requested guidelines. For best results, please convert all art files to PDF.