

Bleed + Crop Marks & Safe Zones

ENSURE YOUR PRODUCT LOOKS POLISHED AND PROFESSIONAL

When artwork runs to the edge of the page, a “**BLEED**” prevents white strips from appearing around the edges during the trim process. “**CROP MARKS**” guide where to trim. And a “**SAFE ZONE**” is important for keeping content away from potential cutting areas.

IT IS A REQUIREMENT THAT YOUR “MASTER FILE” HAS IMAGES AND/OR COLORS EXTENDED BEYOND EDGE OF DOCUMENT

Bleed

Bleeds ensure that any color or image touching the edge of your document extend beyond the Crop Marks.



Crop Marks

Crop marks are lines that indicate where to cut based on your document size.

Most all design programs (Microsoft Publisher, Canva, Adobe Creative Suite, etc) have bleed & crop mark settings when you export a print quality PDF.

In the “Export” or “Print” Dialogue Box

Example with Bleeds and Crop Marks on Next Page

1. Set or select **Bleed** to **.125** (default is zero)

2. Select “**Crop Marks**” in the print or export dialog box

And Lastly
Safe Zones

Keep important text and logos 1/8” away from edge to avoid being cut off.



QUESTIONS? ORDERS@XCOPY.COM • 207-775-2444

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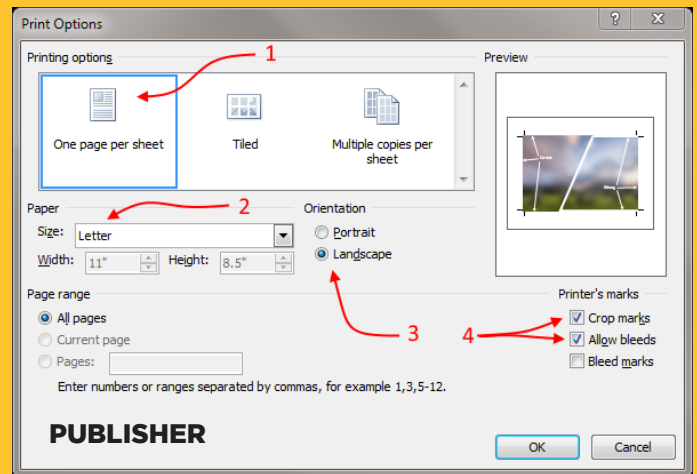
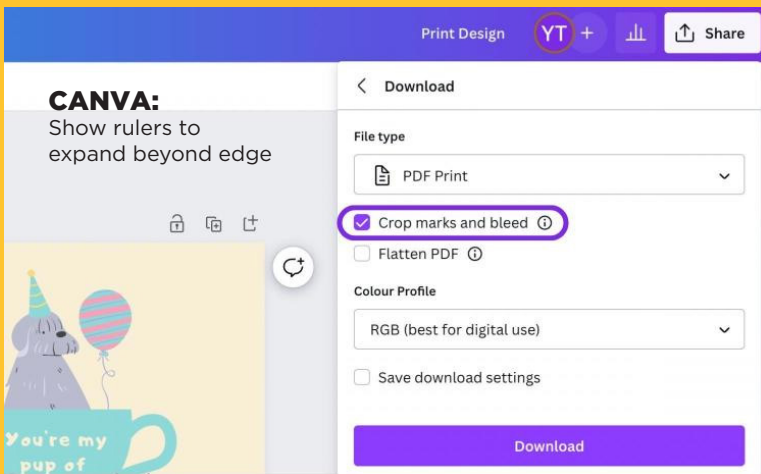
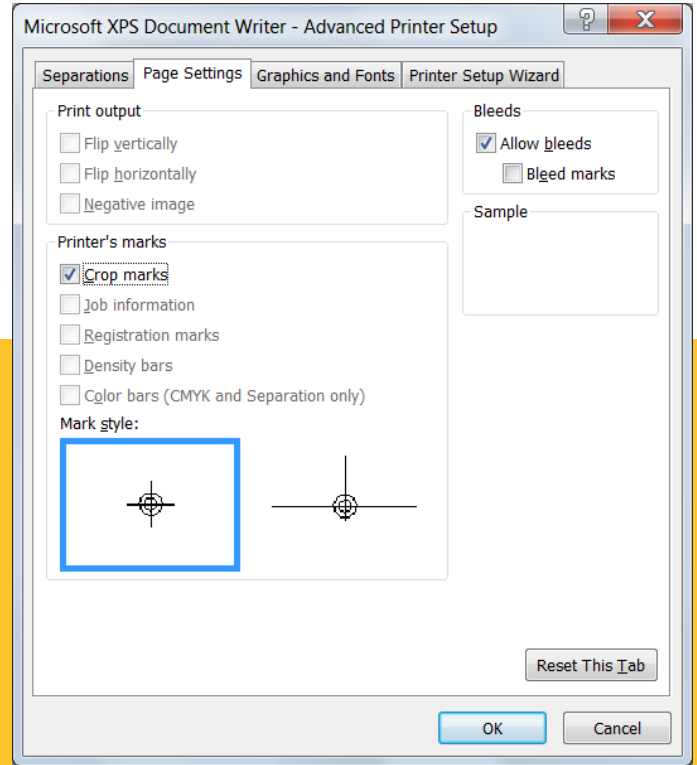
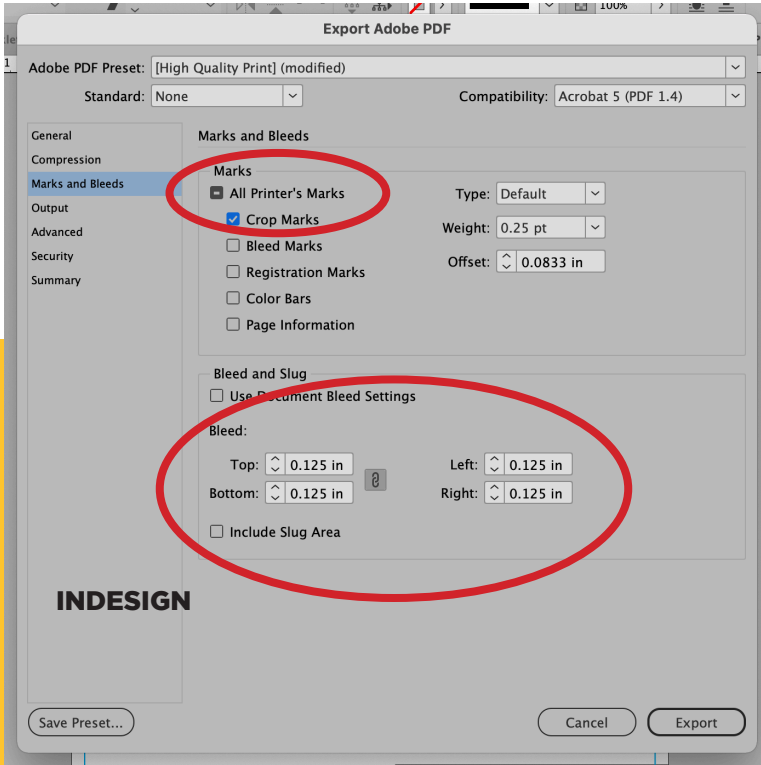
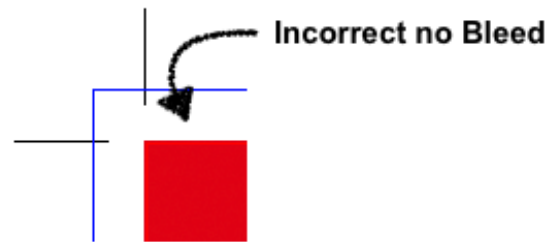
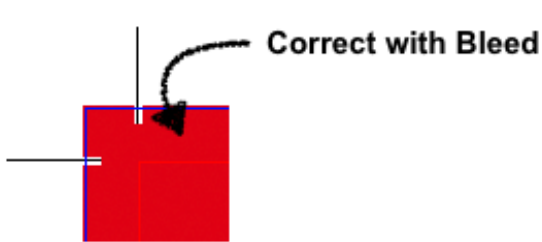
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MICROSOFT WORD DOESN'T HAVE BUILT-IN SUPPORT FOR TRUE BLEEDS AND CROP MARKS. HOWEVER, YOU CAN SIMULATE THEM BY:

Increase Page Size: Set your page size to be larger than the final trim size by 0.25 inches (1/8 inch on each side) to allow for bleeds. For example, if you need a document that's 8.5 x 11 inches, set the page size to 8.75 x 11.25 inches.

Extend Backgrounds or Images: Extend any backgrounds or images that need to bleed 1/8 inch past the intended edge. This extra margin acts as your bleed area. Make considerations for text going close to edge.