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



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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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

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



Select **"Crop Marks"** in the print or export dialog box

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Correct with Bleed	Incorrect no Bleed
Export Adobe PDF	Microsoft XPS Document Writer - Advanced Printer Setup
Adobe PDF Preset: [High Quality Print] (modified) Standard: None Compatibility: Acrobat 5 (PDF 1.4) General Marks and Bleeds Compression Marks Type: Default Marks and Bleeds Advanced Security Bleed Marks Offset: 0.0833 in Summary Color Bars Page Information Bleed and Slug Use P cument Bleed Settings Bleed: Top: 0.125 in Left: 0.125 in Bleed: 0.125 in Right: 0.125 in Include Slug Area Include Slug Area	Separations Page Settings Graphics and Fonts Printer Setup Wizard Print output Bleeds Image Image Flip horizontally Image Image Image Printer's marks Image Image Image Printer's marks Image Image Image Image Image Image Image Printer's marks Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image
Save Preset Cancel Export	Reset This Iab OK
Print Design YT + ⊥	Print Options ? × Printing optiong 1 Preview Preview Image: Concept option Image: Concept option Paper 2 Orientation Size: Letter Width: 11* Height: 8,5* Page range Printer's marks Image: Concept option 3 Image: Concept option
Download	PUBLISHER OK Cancel

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 8.5×11 inches, set the page size to 8.75×11.25 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.