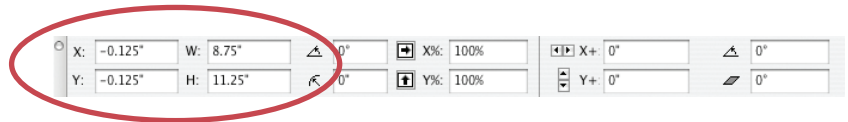


Making a Proper PDF Including Bleed

If your document is to bleed, there are a few steps you need to make to ensure that your PDF can be printed properly.

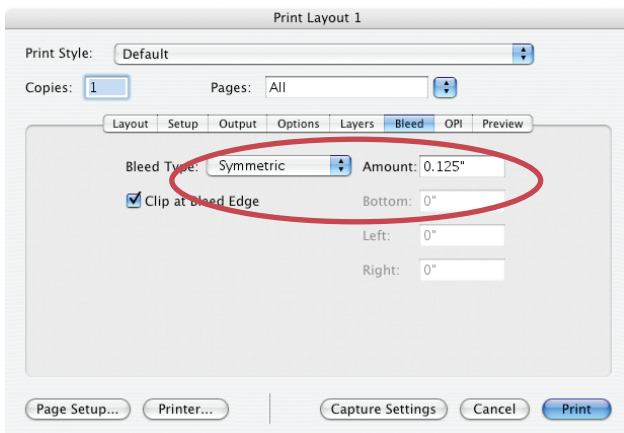
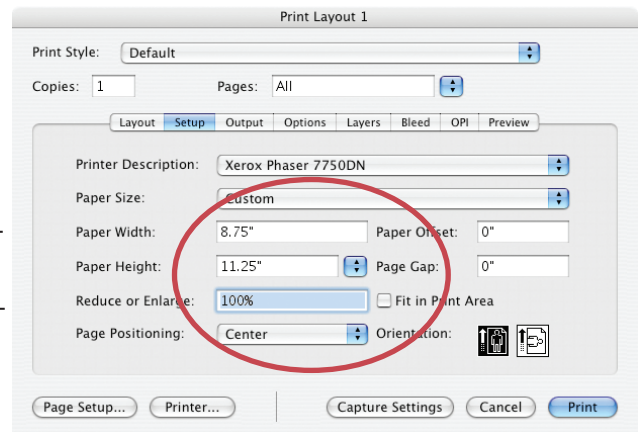
1. Make sure your native document has bleed:

Make sure your native document (Quark, InDesign, etc.) has at least 1/8" bleed. all around. Do not change your document size, just let your images or whatever you want to bleed extend beyond the document by 1/8". For example, if you wanted a graphic box to bleed off all four sides of your page and your document is 8.5x11", keep the document size 8.5x11" but make the graphic box 8.75x11.25" (this allows for 1/8" all around) and place the box starting just outside of the document. For those of you who like precision measurements, the coordinates would be -.125 (x) and -.125 (y).



2. Include bleed when creating your PDF or Postscript file

When you are ready to create your PostScript (PDF) file, you need to output it with a page size larger than your original document. In your Print dialog box, you can output to a different paper size than your document size. Add at least 1/4" to your "paper size" when you are making your Postscript file. For example, if your page is 8.5x11", type in 8.75x11.25" in the paper size selection window.



Before you print your Postscript file, remember to add the 1/8" bleed in your print dialog box. Symmetric will give you the same bleed amount around all 4 sides; Asymmetric will allow you to adjust the bleed to different amounts on each edge.

When you distill your Postscript file to a hi-res PDF, you will see that the resulting PDF file will be 8.75x11.25" and the bleed will be included in the file.