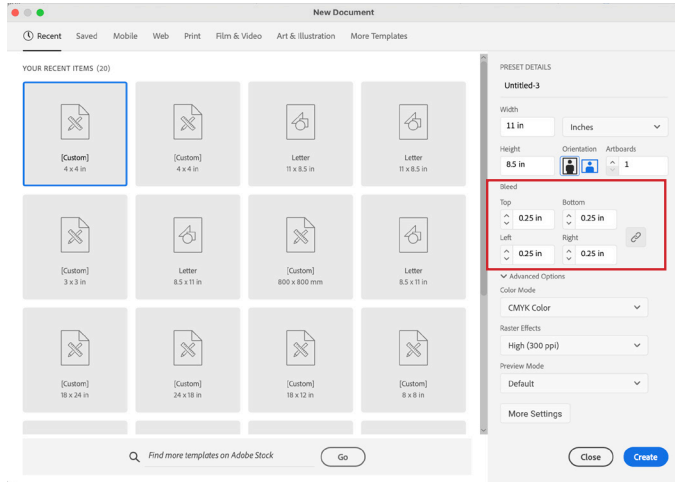


# MAKING PRINT-READY DOCUMENTS IN ILLUSTRATOR

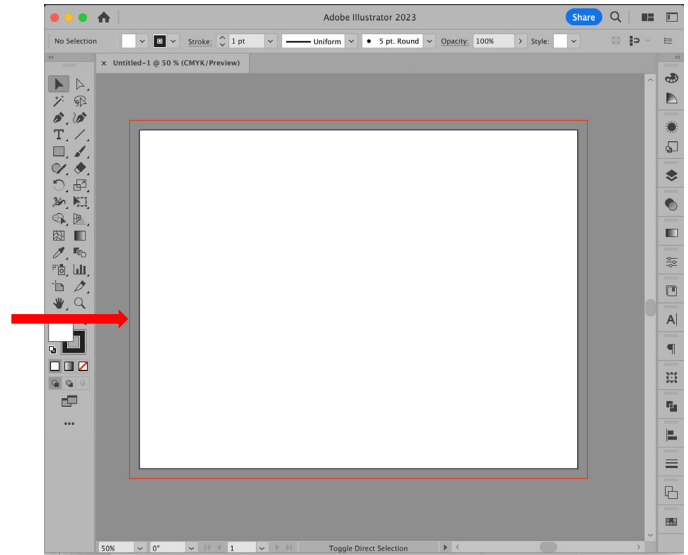
# GRAPHIC DESIGN

## STEP 1:

Bleeds are created when setting up your document. You can find the bleed settings under the document size. Bleed settings create guidelines that sit outside of the artboard.

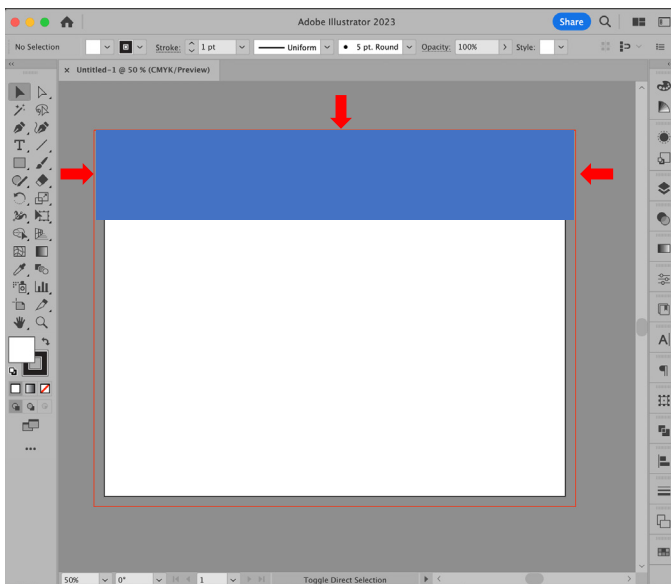


The red bleed line appears on the scratch area outside of the white artboard .25" away from the black trim line of your document. It does not print.

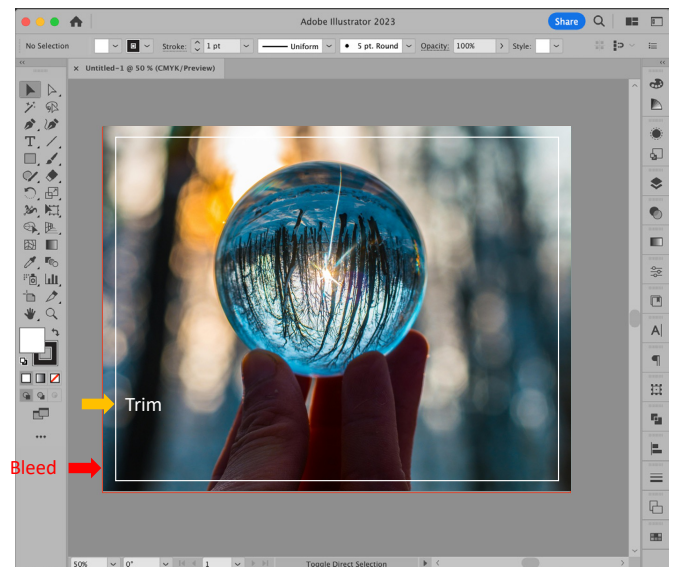


## TIP:

When you want a color background to touch the edge of your document, you will have to pull the color out to the red bleed line.



This technique is the same for using photos that bleed of the page. They must be extended to the red bleed guideline. Choose photos that have enough room to accommodate a bleed.



# MAKING PRINT-READY DOCUMENTS IN ILLUSTRATOR

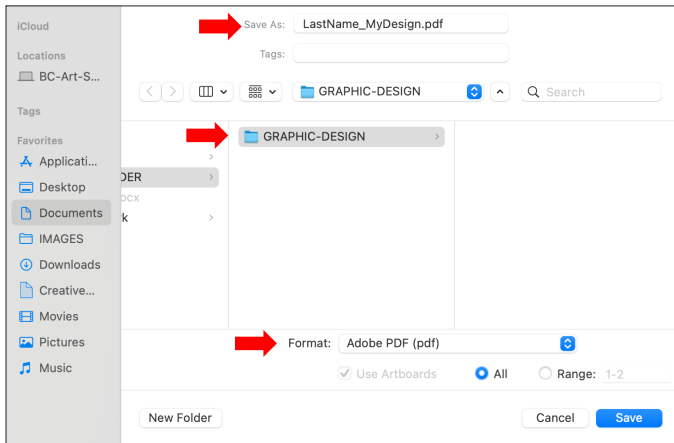
# GRAPHIC DESIGN

## STEP 2:

To make a PDF for the printer do a **SAVE A COPY**.  
**FILE/SAVE A COPY**

A popup box appears. Direct your file to your **PROJECT FOLDER** and name your file starting with your **LASTNAME**.

Change the dropdown format to Adobe PDF (pdf), then click on the blue **Save** button.



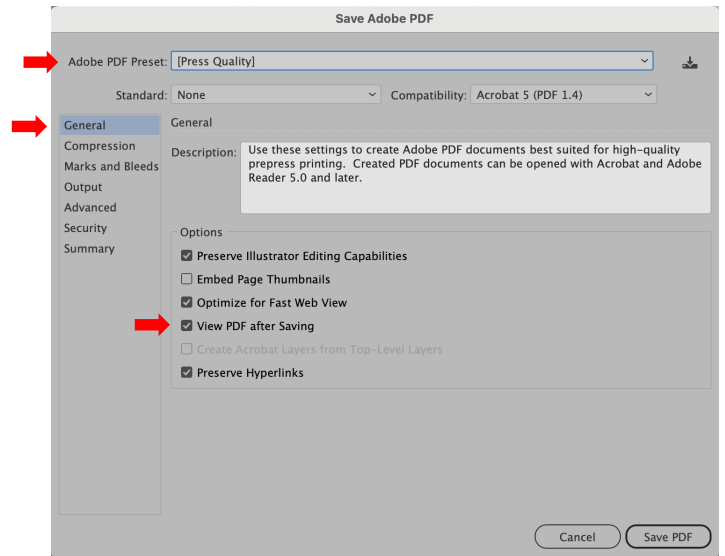
## STEP 3:

The Adobe Acrobat popup menu will appear in the **General** tab.

Change the Adobe PDF Preset dropdown field to: **[Press Quality]**

Check the **View PDF after Saving** box.

This will automatically open Acrobat so you can proof your print-ready document and make sure the proper printer marks are there.



## STEP 4:

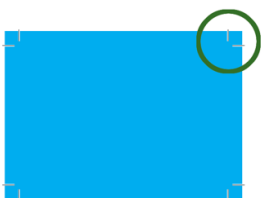
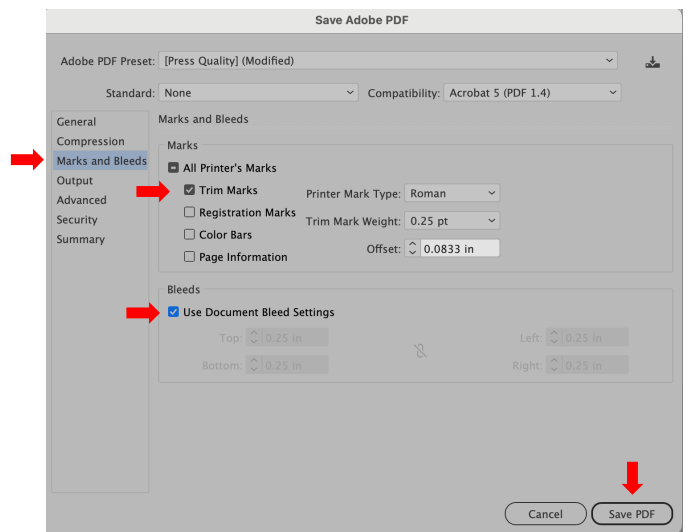
Click on the **Marks and Bleeds** tab in the left-hand menu bar.

> In the **Marks Section** check **ONLY** the **Trim Marks** box

> In the **Bleeds section** check **Use Document Bleed Settings** box.

*Notice that the bleed measurements appear dimmed below the check box.*

Click on the **Save PDF** button.



## STEP 5: PROOF YOUR FILE!

Check your PDF that you have the correct printer's **TRIM** marks on your document.

