



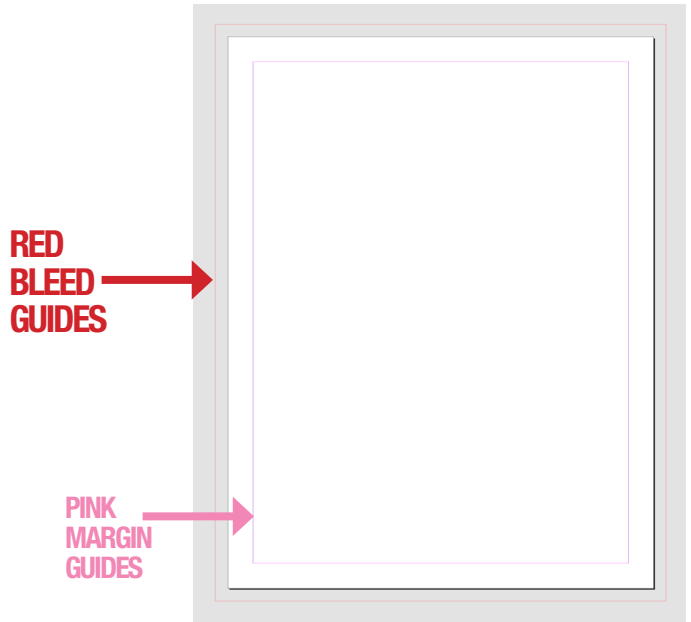
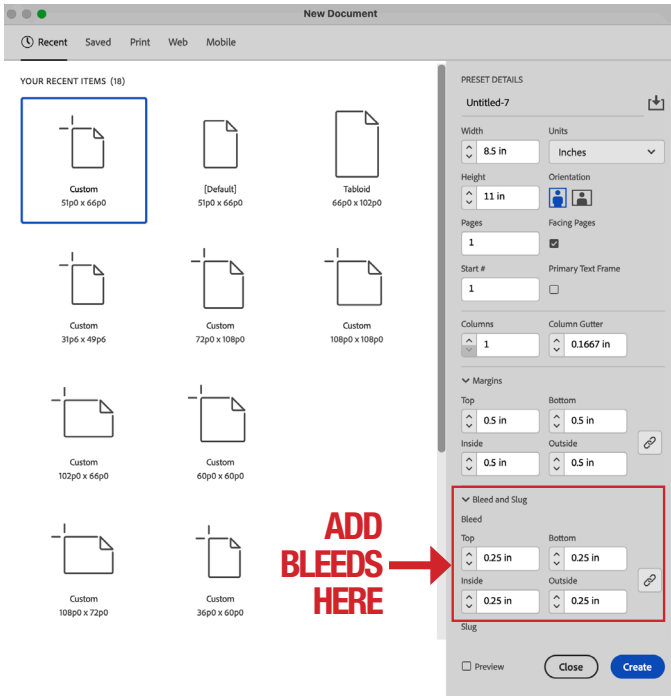
# MAKING PRINT-READY DOCUMENTS IN IN-DESIGN

# GRAPHIC DESIGN

## STEP 1:

You need to create your bleeds when setting up your document. The bleed settings are located near the bottom of the PRESET DETAILS menu right under the Margin settings. The bleed settings will create RED guidelines that sit outside of the page border.

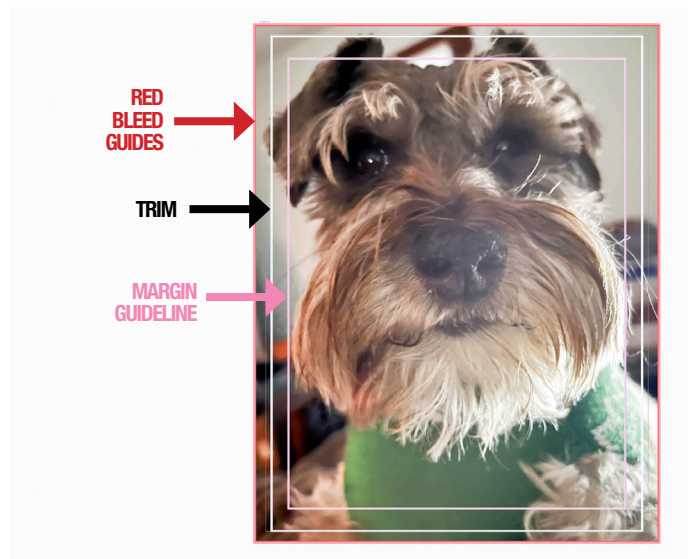
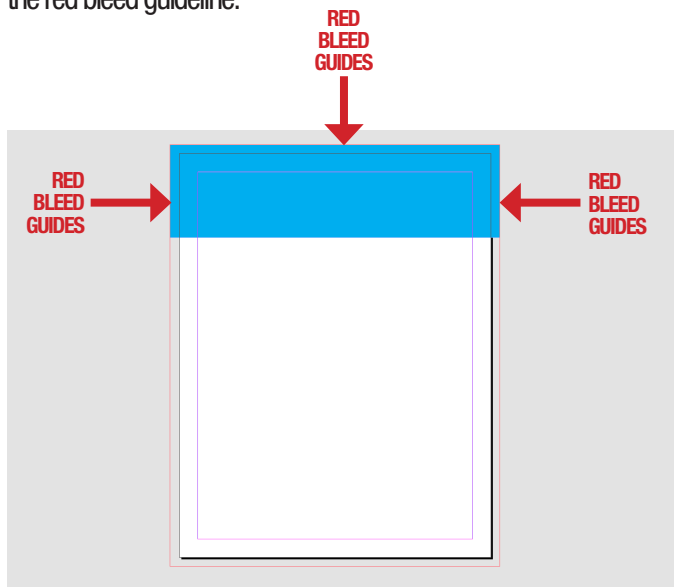
The RED BLEED line appears on the scratch area outside of the white artboard in the gray area outside the white page area. The bleed guideline does not print. Notice there is also a PINK MARGIN (optional) guideline in the image below that sits within the document image below.



## TIP:

When you want a color background to print to the edge of your document, you will have to pull the color box (or photograph) out to the red bleed guideline.

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



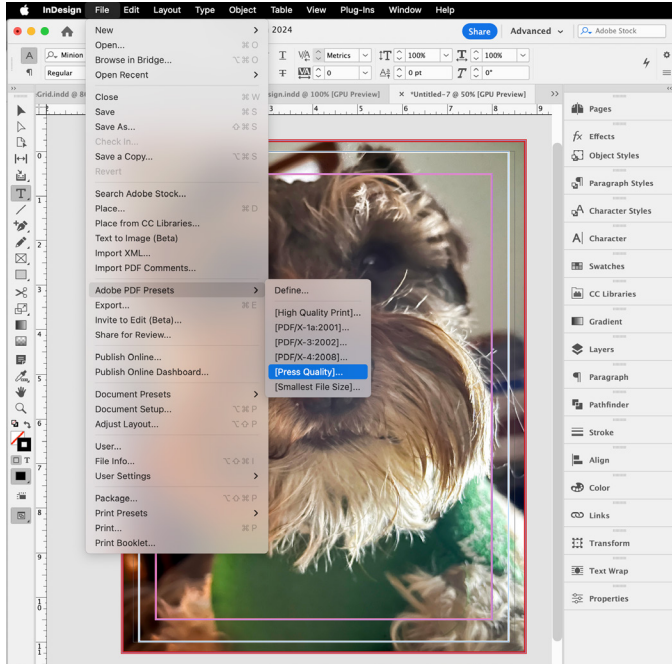


# MAKING PRINT-READY DOCUMENTS IN IN-DESIGN

# GRAPHIC DESIGN

## STEP 2:

To make a PDF go to:  
**FILE/ADOBE PDF PRESET/PRESS QUALITY**

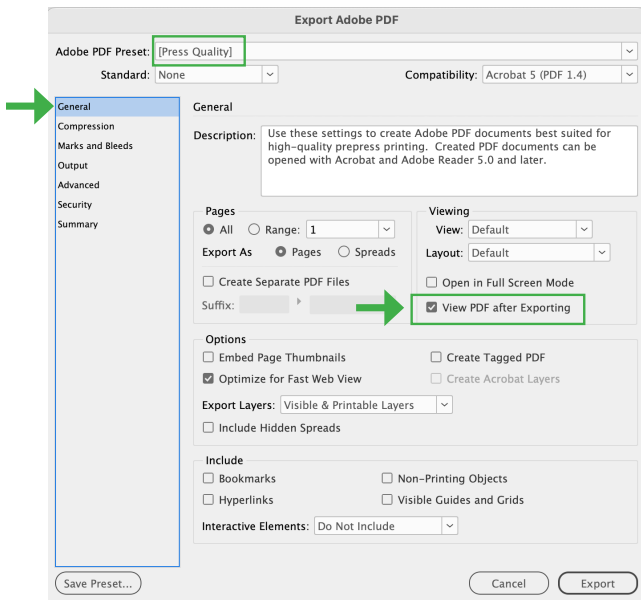


## STEP 4:

The Adobe Acrobat popup menu will appear in the **General** tab. If you selected **[Press Quality]** it will display that in the Preset field.

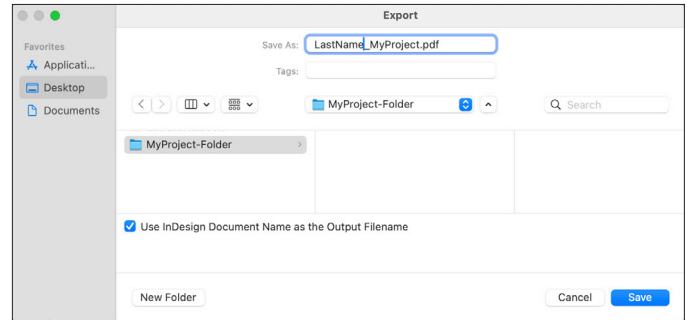
Be sure to check the **View PDF after Saving** box.

This will automatically open Acrobat so you can proof your print-ready document and make sure the proper printer marks are there as long as you have programmed your PDF file types to open in Adobe Acrobat.



## STEP 3:

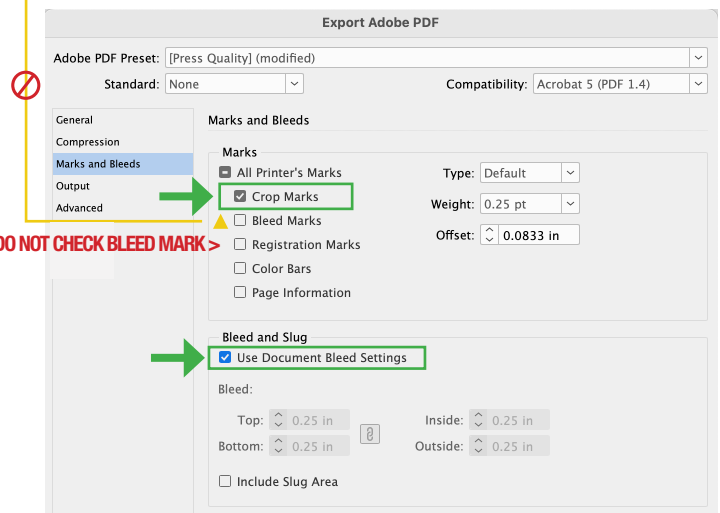
Save your file into your **PROJECT FOLDER**. Remember to append the beginning of the file name with your last name.



## STEP 5:

Click on the **Marks and Bleeds** tab in the left-hand menu bar.  
> In the **Marks Section** check **ONLY** the **CROP Marks** box  
> In the **Bleeds** section check **Use Document Bleed Settings** box.  
*Notice that the bleed measurements appear dimmed below the check box.*

**CAUTION:** In-Design uses different terminology for printer's marks from Illustrator—specifically the CROP mark is the TRIM mark. Do not confuse the CROP mark with a Bleed mark. A bleed mark makes a mark not where it's to be trimmed. **CHECK CROP MARK!**



## STEP 6: PROOF YOUR FILE!

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

