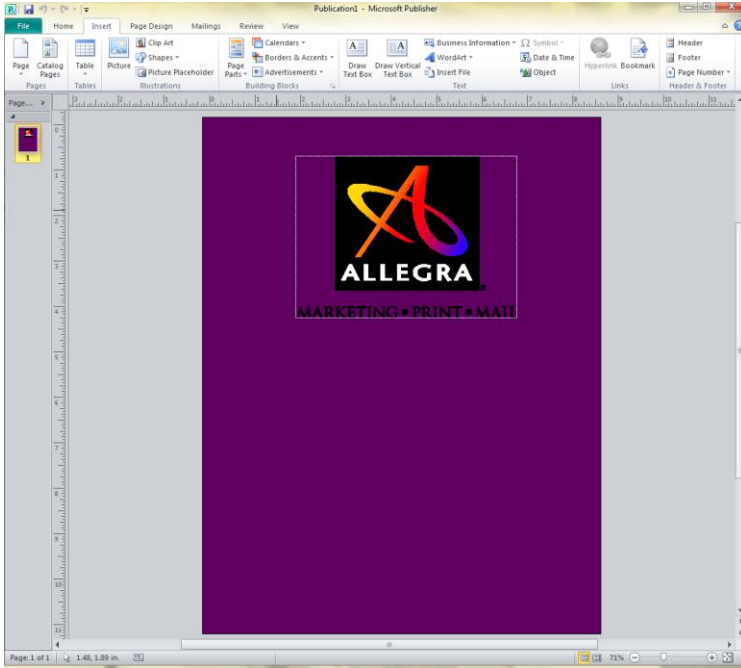


Microsoft Publisher – Create bleed and save as hi-res pdf with bleeds and crop marks.

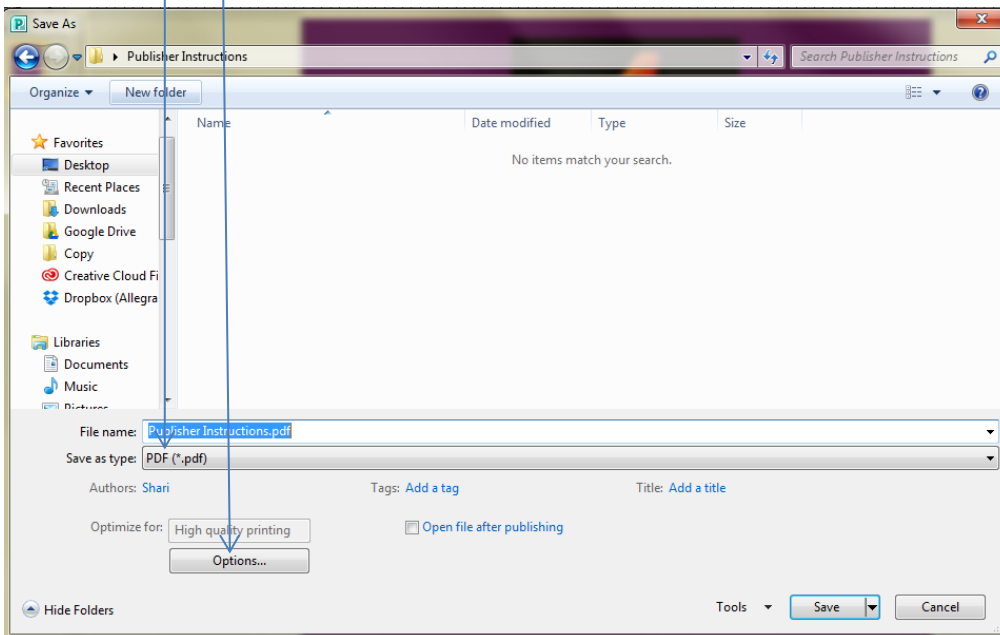
How to create bleeds in Publisher. What is bleed?

A bleed will allow objects, such as pictures, to go beyond the defined borders of a printed page. You can use it when you want to avoid white margins for certain objects in your publication.

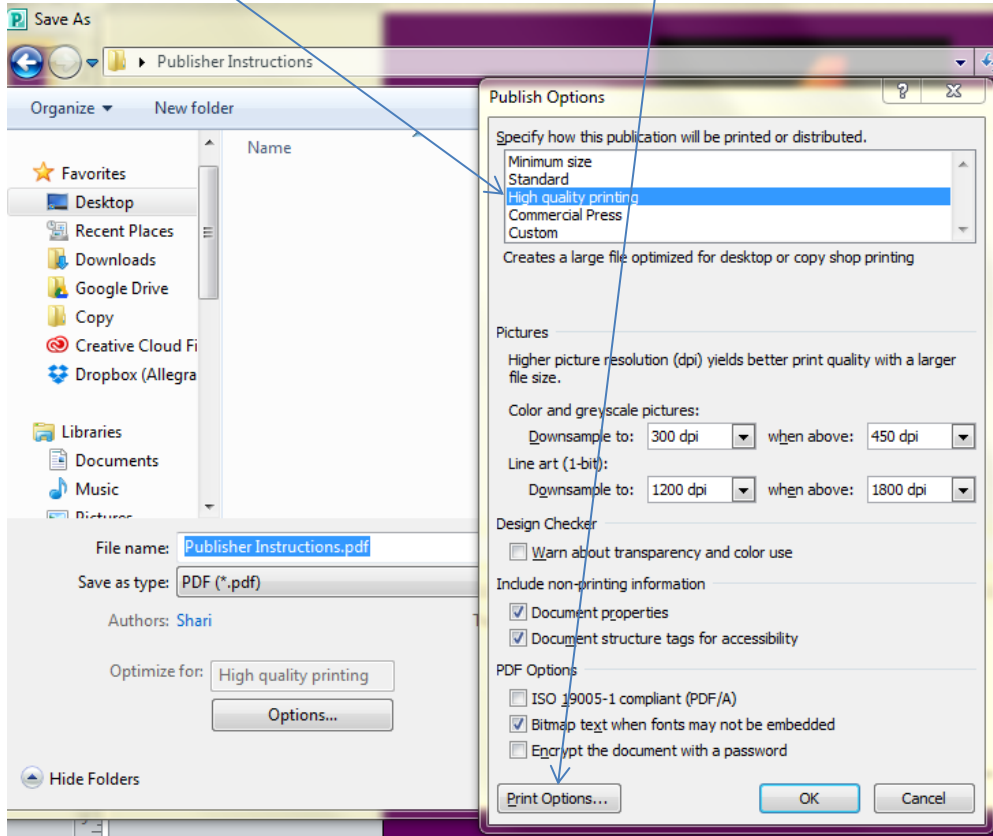
1. Extend objects and or background color .125 (1/8") beyond the page size.



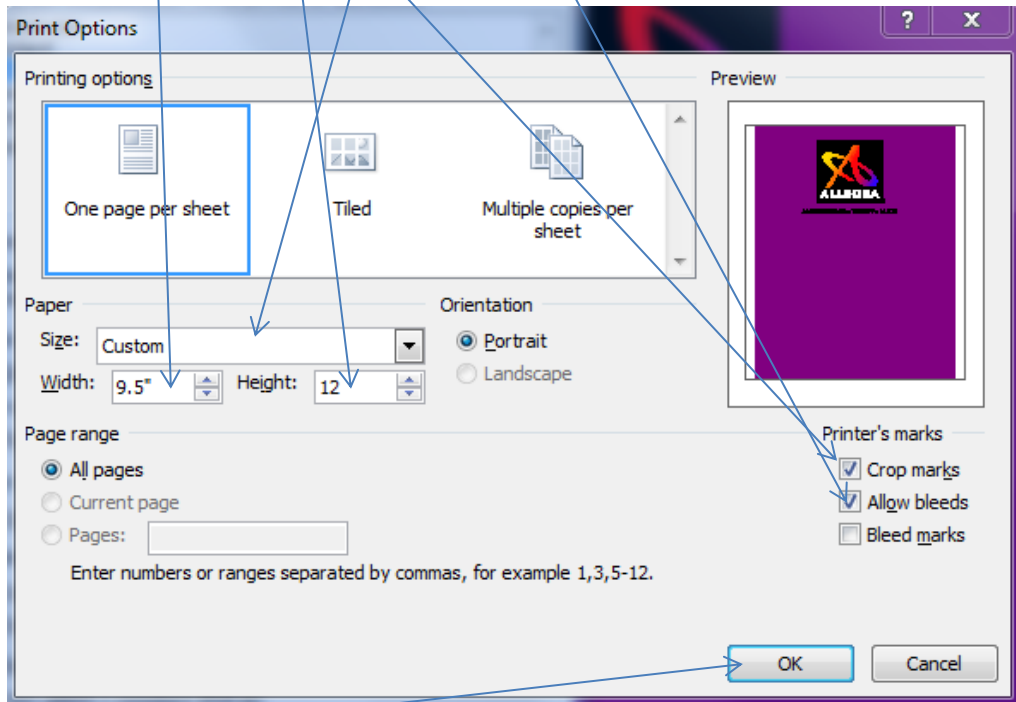
2. After you are finished designing your publication, create a pdf file with bleeds and crop marks.
 - a. Click "File", click "Save As"
 - b. Select "PDF" from the "Save as type:" pull down menu
 - c. Click the "Options" button



3. Select “High quality printing”, then click on the “Print Options” button.

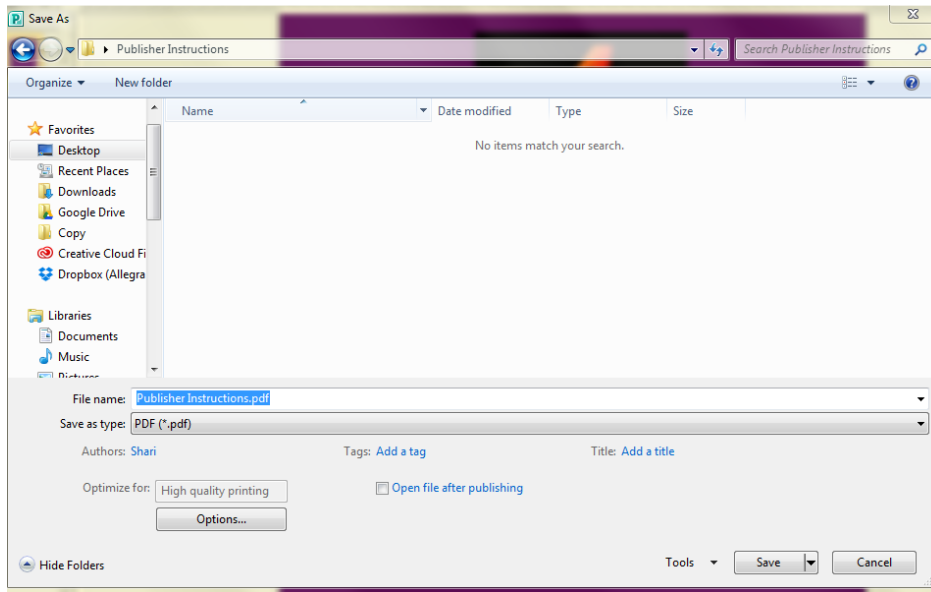


4. Check the boxes “Crop marks” and “Allow bleeds”. Click “Ok” on the next 2 screens.
5. Change the paper size to “Custom”.
6. Make the width and height 1” larger than your page size. In this example, the page size is 8.5”x11”, so the custom size is changed 9.5”x12” to accommodate the bleed and crop marks.

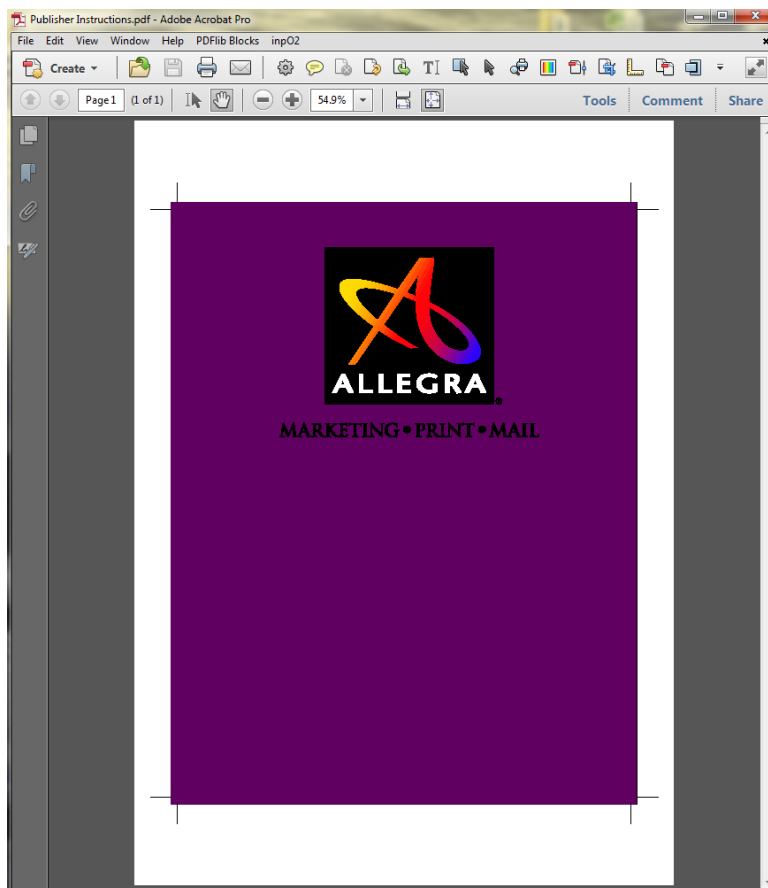


7. Click “OK”.

8. Click “Save”.



9. Open the PDF file. You should see crop marks and the objects that you wanted to bleed go beyond the crop marks.



10. Package the file for printing. Please refer to this YouTube video for instructions:

<https://www.youtube.com/watch?v=flq8W1MZkY>