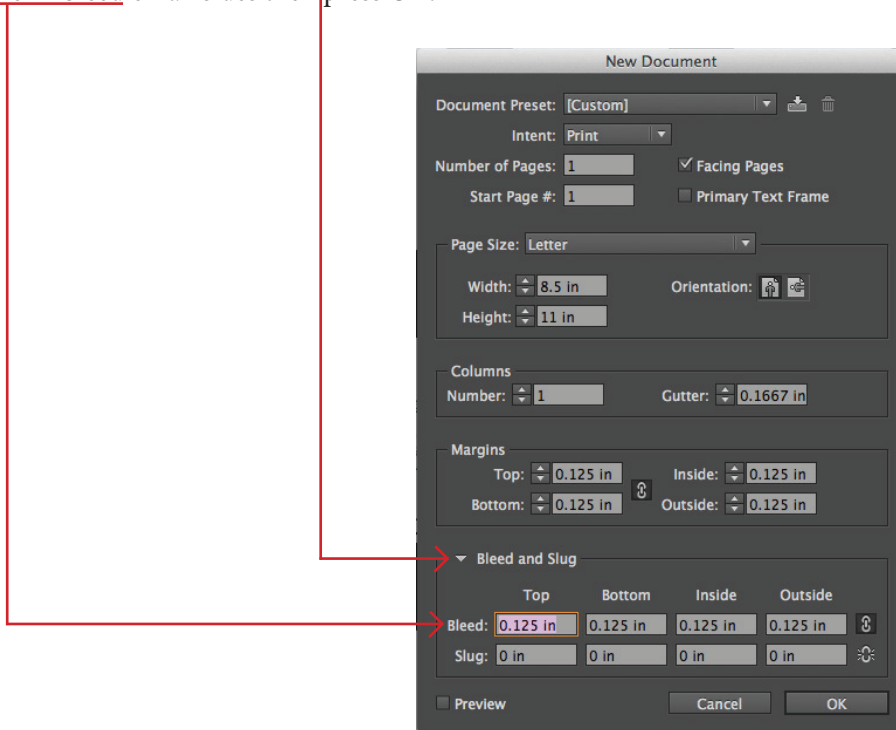


InDesign-Creating and Exporting Bleed Instructions:

Creating a New Document With Bleed

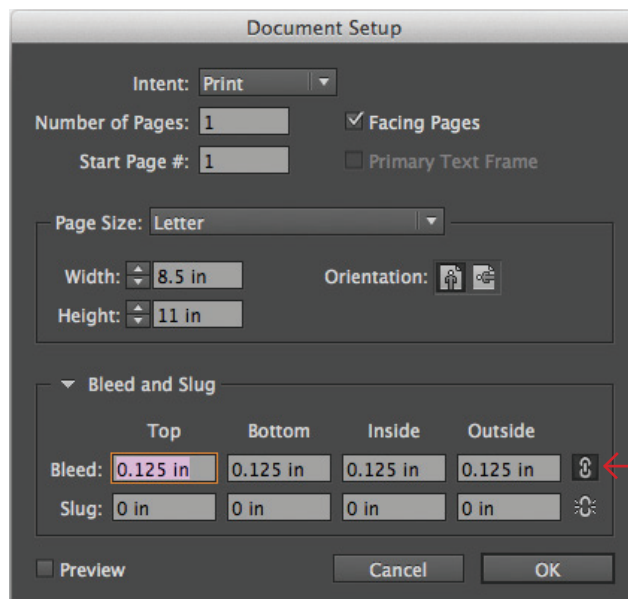
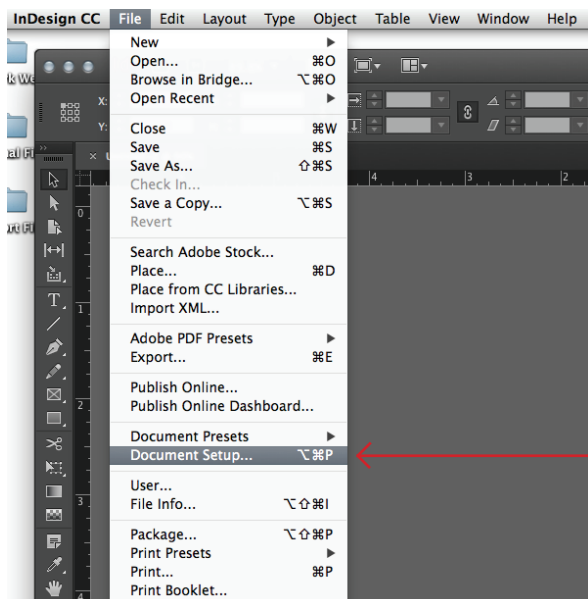
1. When creating your new document expand the Bleed and Slug option by clicking the arrow at the bottom of your pop-up and add a 0.125 in bleed on all sides then press OK.



InDesign-Creating and Exporting Bleed Instructions:

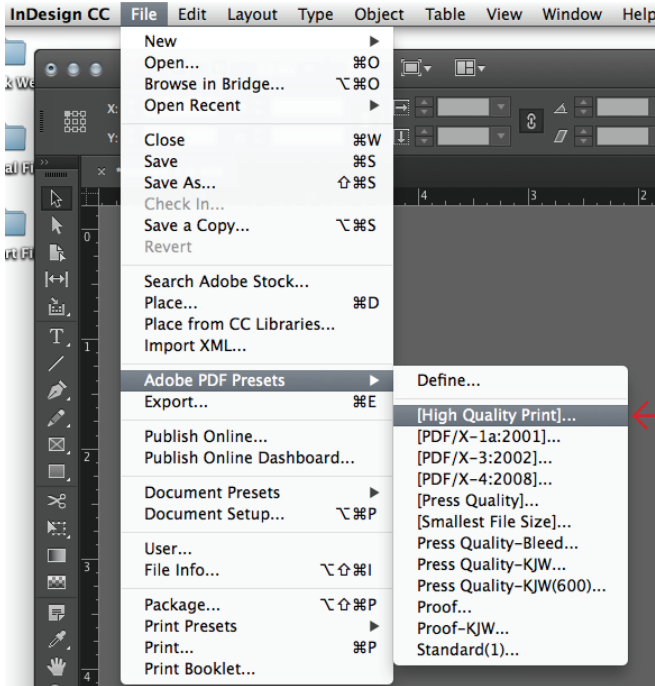
Adding Bleed to a Current Document

1. While in your document go to File>Document Setup...
2. Expand Bleed and Slug section by clicking the arrow at the bottom of your pop-up and add a 0.125 in bleed on all sides then press OK.



Exporting a Document With Bleed

1. Go to File>Adobe PDF Presets>[High Quality Print]...



2. Click Marks and Bleeds on the left side of your pop-up
3. Underneath the Bleed and Slug section make sure to check the box next to Use Document Bleed Settings and click Export.

