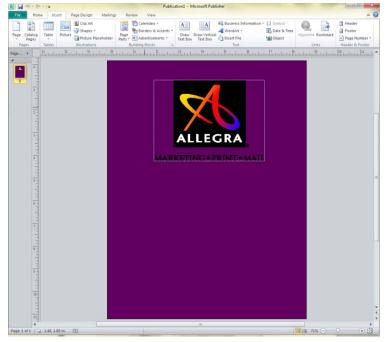


## Microsoft Publisher – Create bleed and save as hi-res pdf with bleeds and crop marks. How to create bleeds in Publisher. What is bleed?

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

Copy     Creative Cloud Fi     Dorbox (Allegra     Dorbox (Allegra     Dorbox (Allegra     Dorbox (Allegra     Distance     Distan													
Organize < New folder       Name       Date modified       Type       Size         > Desktop       Name       Date modified       Type       Size         > Desktop       No items match your search.       Size       No items match your search.         > Downloads       > Google Drive       > Copy       Socogle Drive       > Copy         > Organize        Dropbox (Allegra       > Music       > Music       > Music         > Music       > Documents       > Save as type       PDF (*,pdf)       >          Authors: Shari       Tags: Add a tag       Title: Add a title       Optimize for:       High quarty printing       Open file after publishing	Save As		_			-							X
Name   Date modified   Type   Size   No items match your search.   Recent Places   Downloads   Google Drive   Copy   Creative Cloud Fi   Documents   Documents   Music   Picture   File name:   POF ('.pdf)   Authors: Shari   Tags: Add a tag   Title: Add a title   Optimize for:   High quarty printing	🕞 🗢 📕 🕨 Publish	er Instruct	ions					_	-	Searc	h Publisher:	Instructions	٩
Pavorites     Desktop     No items match your search.     Recent Places   Downloads   Google Drive   Copy   Creative Cloud Fi   Dropbox (Allegra   Documents   Music   Distance     File name   Recent Places     File name     Portion     File name     Portion     Save as type   PDF (*.pdf)     Authors: Shari   Tags: Add a tag   Title: Add a title	Organize 🔻 🛛 New fo	lder										:== <b>-</b>	0
Desktop   Recent Places   Downloads   Google Drive   Copy   Creative Cloud Fi   Dopbox (Allegra   Documents   Music   File name:   PDF ('.pdf)   Authors: Shari   Tags: Add a tag   Title: Add a title   Optimize for:   High quarty printing		* Nam	e	^	1	Date modified	Туре	:	Size				
School       E         Second Places       E         Downloads       Google Drive         Copy       School         Dropbox (Allegra         Documents         Music         Documents         Save as type:         Potence         Authors:         Shari         Tags:         Add a tag         Title:         Authors:         Shari         Tags:         Add a tag         Title:         Authors:         Shari         Copen file after publishing						No items	match you	r search.					
© Google Drive Copy © Creative Cloud Fi Dropbox (Allegra Documents Music Politice File name: RxxPisher Instruction:.pdf Save as type: PDF (*.pdf) Authors: Shari Optimize for: High quarty printing Open file after publishing		=											
Copy Screative Cloud Fi Dropbox (Allegra Libraries Documents Music File name: RxyPisher Instructions.pdf Save as type: PDF (*.pdf) Authors: Shari Tags: Add a tag Title: Add a title Optimize for: High quarty printing Open file after publishing													
© Creative Cloud Fi ♥ Dropbox (Allegra ↓ Libraries ● Documents ● Music ■ Dicture File name: Put/Shet Instructions.pdf Save as type: PDF (*.pdf) ▲ Authors: Shari ↓ Tags: Add a tag ↓ Title: Add a title ↓ Optimize for: High quality printing ↓ Open file after publishing													
Ibraries         Image: Documents         Image: Musice         File name:       Popisher Instructions.pdf         Save as type:       POF (*,pdf)         Authors:       Shari         Tags:       Add a tag         Optimize for:       High quality printing         Open file after publishing													
Documents      Music      File name:     POF (".pdf)      Authors: Shari      Tags: Add a tag      Title: Add a title      Optimize for:     High quality printing      Open file after publishing	💝 Dropbox (Allegra												
Documents      Music      File name:     POF (".pdf)      Authors: Shari      Tags: Add a tag      Title: Add a title      Optimize for:     High quality printing      Open file after publishing	🗖 tikasia												
File name:     Puty/isher Instructions.pdf       Save as type:     PDF (*.pdf)       Authors:     Shari       Tags:     Add a tag       Title:     Add a title       Optimize for:     High quality printing													
File name     Put Visher Instructions.pdf       Save as type     PDF (*,pd)       Authors:     Shari       Tags:     Add a tag       Title:     Add a title       Optimize for:     High quality printing													
Save as type     PDF (*.pdf)       Authors:     Shari       Tags:     Add a tag       Optimize for:     High quality printing													
Authors: Shari Tags: Add a tag Title: Add a title Optimize for: High quaity printing Open file after publishing		/	uctions.pdf										-
Optimize for: High quality printing Open file after publishing	Save as type: PDF	* (*.pdf)											•
	Authors: Shar	i		Tags:	Add a tag			Title: Add a	title				
	Optimize for:	High qua	lity printing		🔲 Open file	after publishing							
			$\checkmark$	ſ									
Hide Folders Tools	lide Folders								Tools	Sa	ve 🔽	Cancel	



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

P Save As	
G V Dublisher Instructions	✓ 4;
Organize 🔻 New folder	Publish Options 2 2
<ul> <li>✓ Favorites</li> <li>✓ Eavorites</li> <li>✓ Desktop</li> <li>✓ Recent Places</li> <li>✓ Downloads</li> <li>✓ Google Drive</li> <li>✓ Copy</li> <li>✓ Creative Cloud Fi</li> <li>✓ Dropbox (Allegra</li> </ul>	Minimum size Standard High quality printing Commercial Press Custom Creates a large file optimized for desktop or copy shop printing Pictures Higher picture resolution (dpi) yields better print quality with a larger file size.
<ul> <li>☐ Libraries</li> <li>☐ Documents</li> <li>→ Music</li> <li>☐ Bistures</li> </ul>	Color and greyscale pictures: Downsample to: 300 dpi v when above: 450 dpi v Line art (1-bit): Downsample to: 1200 dpi v when above: 1800 dpi v Design Checker
File name: Publisher Instructions.pdf	Warn about transparency and color use
Save as type: PDF (*.pdf) Authors: Shari	Include non-printing information           Image: Constraint of the second secon
Optimize for: High quality printing Options    Hide Folders	PDF Options ISO 19005-1 compliant (PDF/A) Bitmap text when fonts may not be embedded Encrypt the document with a password Print Options OK Cancel

- 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.

Print Options	?	×					
Printing options	Preview						
One page per sheet	Tiled Multiple copies per sheet						
Paper Si <u>z</u> e: Custom Width: 9.5" Height:	Orientation  Orien						
Page range	Printer's marks	—					
All pages	Crop mark						
<ul> <li>Current page</li> </ul>	V Allow bleed						
O Pages:	Bleed mark	s					
Enter numbers or ranges separated by commas, for example 1,3,5-12.							
	> OK Cance						

7. Click "OK". –

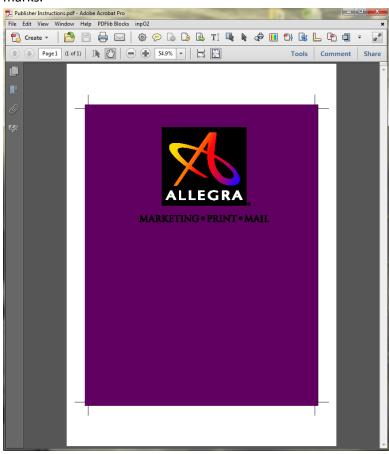
Information provided by Allegra Marketing • Print • Mail 3983 Linden Ave, Grand Rapids, MI 49548 | 616.248.4110 | <u>Allegragr.com</u>



## 8. Click "Save".

P Save As					X
C Publisher Instructions			<b>- 4</b> 9	Search Publisher Instruct	tions 🔎
Organize 🔻 New folder				800	• 🕡
Favorites     Desktop     Desktop     Recent Places     Downloads     Google Drive     Copy     Orestive Cloud Fi     Torpbox (Allegra     Dorpbox (Allegra     Documents	<ul> <li>Date modified</li> </ul>	Type atch your search.	Size		
Documents					
File name: Publisher Instructions.pdf					•
Save as type: PDF (*.pdf)					•
Authors: Shari	Tags: Add a tag	Title: Add	a title		
Optimize for: High quality printing Options	Open file after publishing				
Hide Folders			Tools 👻	Save 🔽 Ca	incel

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: <u>https://www.youtube.com/watch?v=flq8W1MZzkY</u>