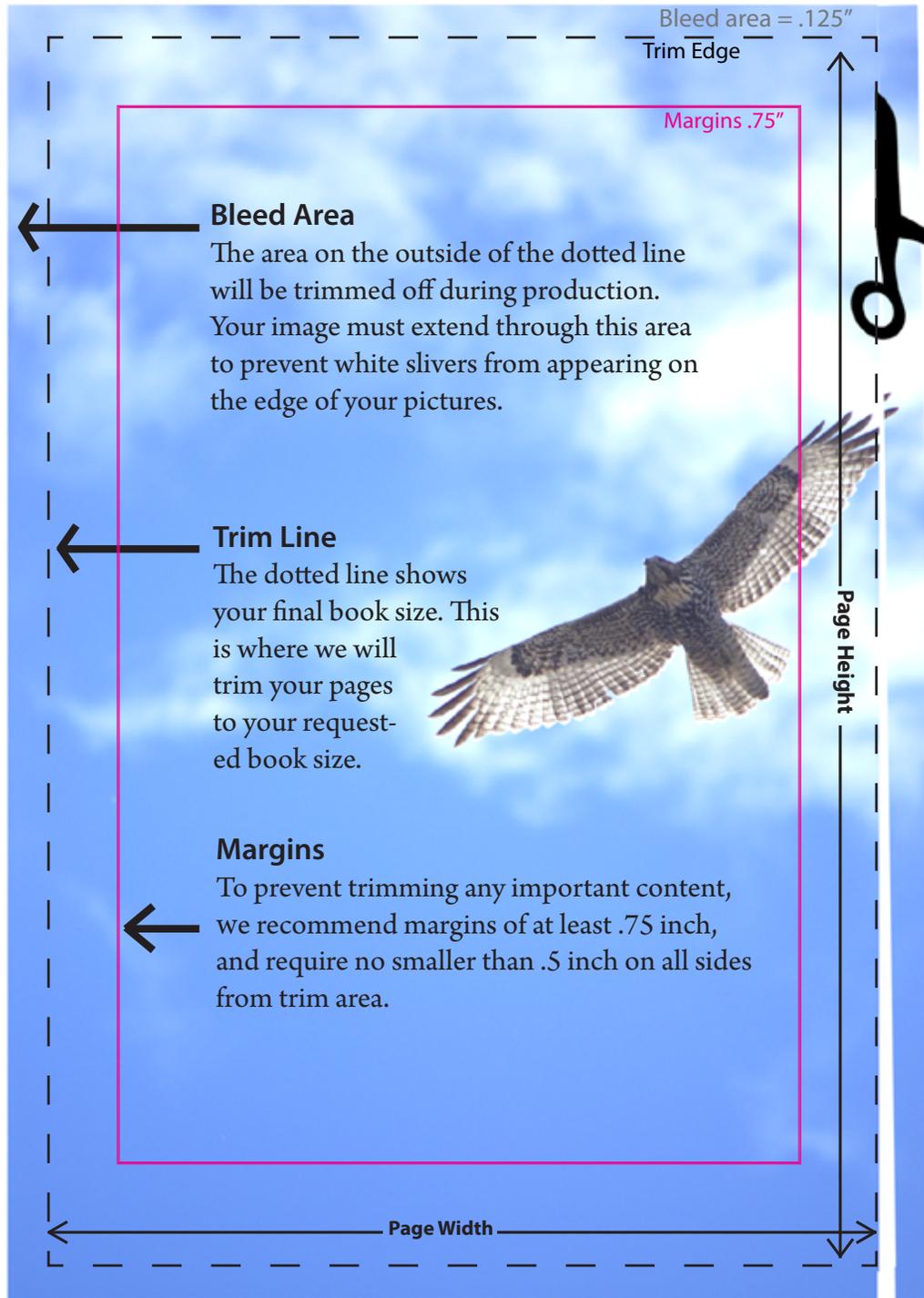


What is a Bleed?

A bleed is when an interior page has photos, boxes, text or images that are intended “touch” or extend off the edge of the page. Any book that has interior bleeds will require a special setup.



The diagram illustrates a page layout with a central image of a bird in flight. A solid magenta line represents the margins, with a label "Margins .75\"". A dashed black line represents the trim edge, with a label "Trim Edge". The area between the trim edge and the margins is labeled "Bleed area = .125\"". A pair of scissors is shown cutting along the trim edge. Arrows indicate the "Page Width" and "Page Height".

Bleed Area
The area on the outside of the dotted line will be trimmed off during production. Your image must extend through this area to prevent white slivers from appearing on the edge of your pictures.

Trim Line
The dotted line shows your final book size. This is where we will trim your pages to your requested book size.

Margins
To prevent trimming any important content, we recommend margins of at least .75 inch, and require no smaller than .5 inch on all sides from trim area.

Set Document Size:
Add .25in to your width
Add .25in to your height

Submitted PDF Size	Final Trim Size
5.5x8.5	= 5.25x8.25
5.75x8.75	= 5.5x8.5
6.25x9.25	= 6x9
8.5x10.5	= 8.25x10.25
8.75x11.25	= 8.5x11

*** Bleeds Impact Cost**
Be to select the box "My book has interior page bleeds" at the top of the Quote page *What is the trim size of your book for accurate pricing.*

What if I don't set up a bleed area?

During the printing and binding process, slight movement occurs. Although this movement is small, (if you don't set up a bleed area) you might see thin white lines that vary in width along the edge of the interior pages in your finished books.

How to Set up Bleeds

When designing your pages in any software, content intended to bleed (“touch” the edge of the page) should extend off the page by .125 (1/8 inch).

Adobe InDesign

1. In Document Setup set your document size to the final trim size of the book. Set your bleeds and slug settings like the sample provided. All bleeds should be set to .125 (1/8 inch).*



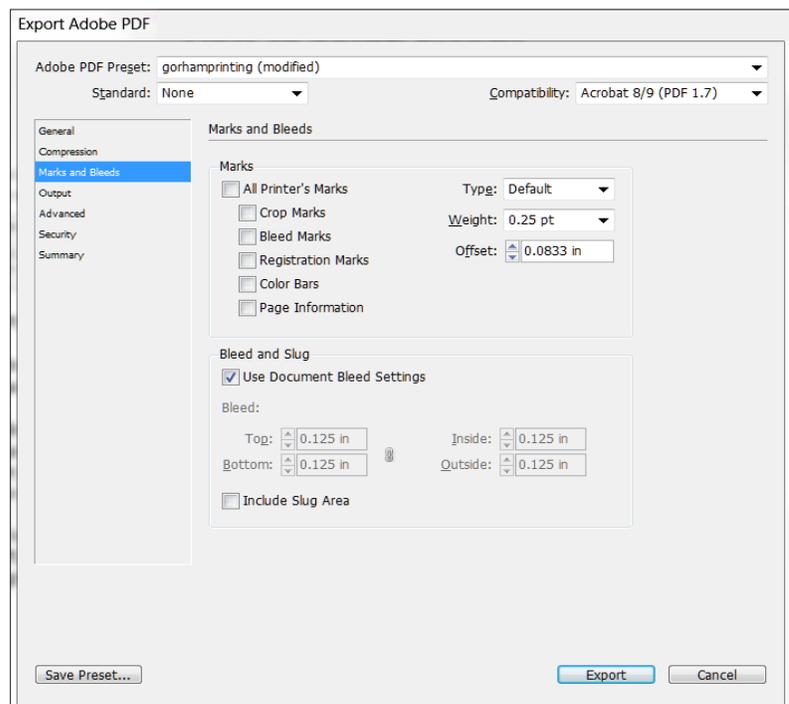
When you are ready to make a PDF:

2. Select your desired export setting (recommended PDF/X-4 or the newest PDF preset you have available).

3. Under Export Adobe PDF options select Marks and Bleeds on the side menu. Make sure “Use Document Bleed Settings” is selected under Bleed and Slug. Compare your Marks and Bleeds Page to the preview shown here. Make sure no Marks boxes are selected.

4. Select Export. After your PDF is created please review your PDF file carefully. Check your PDF after the export is complete. The dimensions should be your requested trim width with an additional .25” and your height is your requested size with an additional .25”.

*We do not print gutter (inside) bleeds. Toner in the gutter will compromise the binding adhesive. We will remove your gutter bleeds before printing. You may omit the gutter bleed from your document and submit your PDF with only a .125 bleed area on the three outside edges if your software has the capability to do so. Otherwise we will make this adjustment when we prepare your file for printing.



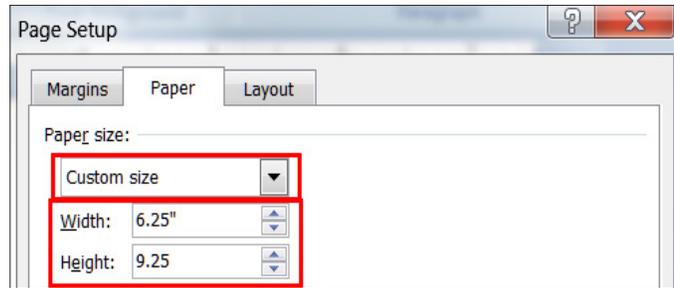


Keep in mind, you will need to select the bleed box on your Quote page *What is the trim size of your book* to see pricing that includes bleeds:

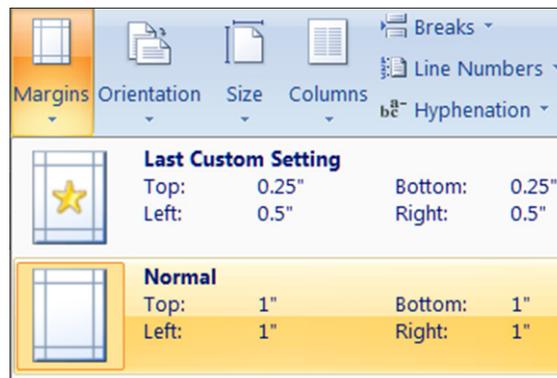
My book has interior page **bleeds** (printable area touches edge of a page)

Microsoft Word or other Word Processing Programs

1. Word processing programs (such as Word) do not have bleed settings. To allow for the bleeds, you will need add .25" to your width and to your height. This will allow for .125 bleed area on all sides. (Example, if you would like a 6x9 book, you will need to make your document 6.25x9.25).



2. When you change your page size to include the bleed area your margins will not change. This means if you have your margins set to .75" on 6.25x9.25, after the bleed area is trimmed off you will only have .5" margins. We recommend increasing your margins to 1" to prevent important content from getting too close to the bleed area that will be cut off.



3. If you are ready to create a PDF and if you have Adobe software installed, click File, then Save As and select PDF in the drop-down menu. If you do not have Adobe software installed, please follow the instructions to create a PDF on our website page [How to Make a PDF](#).

4. After converting your Word document to a PDF, check the PDF closely to ensure no unwanted changes occurred during the conversion and that your document is the correct size.