These are instructions to add trim marks to documents in the following applications, assuming the final product will be a PDF. You'll want to create your document with bleed space in mind, AKA making sure there is content that spills into the bleed area. At least 0.2 inches of bleed on each edge is preferred.
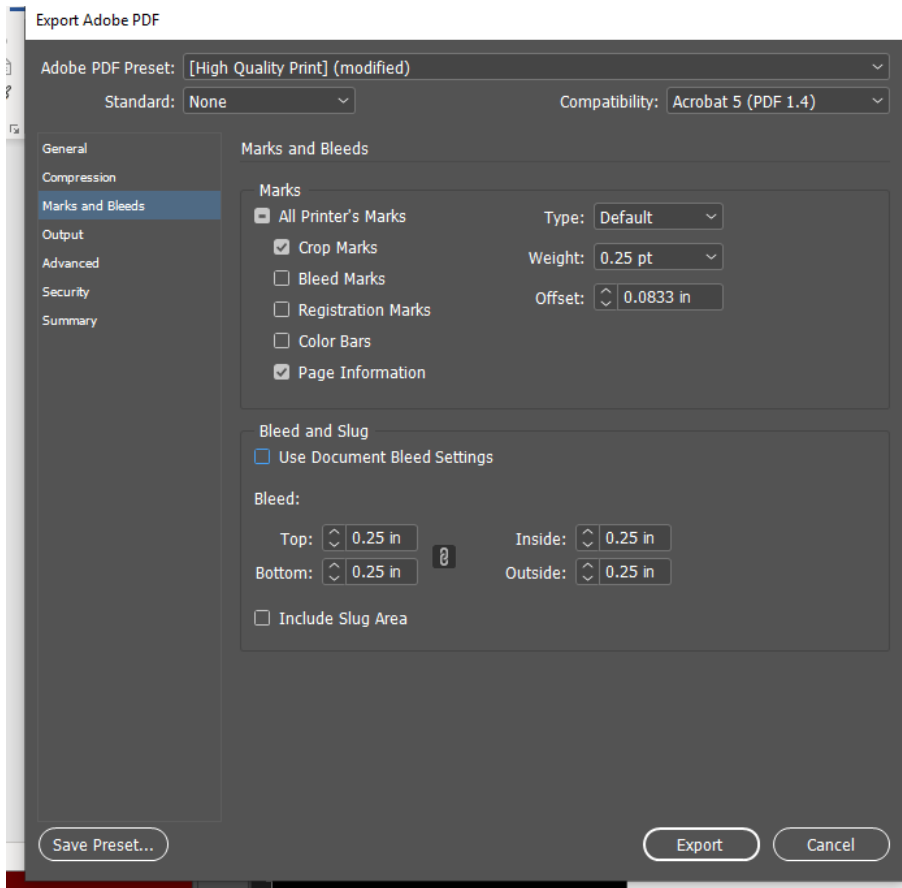
Adobe Illustrator
- When you first create the document, set the size and set the bleed area for all the sides.
  - The bleed size can be set underneath where the page dimensions are set.
  - If you did not set bleed when you created your document, the bleed size can be set later, as long as you have content spilling off the artboard.
- When you're creating your file, make sure the content you want going off the edge spills off the edge of the artboard, AKA into the bleed area (the space between the end of the artboard and the red box).
1. When your file is finished…
2. If you have a PDF printer
   a. Go to File, Print, and select a PDF printer
3. If you do not have a PDF printer
   a. Go to File, Save As, and select PDF from the dropdown menu.
   b. Save
4. (The next steps should be the same for Print and Save As)
5. From the menu on the left, select Setup, and make sure the paper size you are printing to is a size that will show all of your content, including the bleed/trim marks. Also have "Page Position" set to "Centered."
6. From the menu on the left, select Marks and Bleeds
7. Check the box by "Trim Marks"
   a. Check the box by "Use Document Bleed Settings" unless you forgot to set bleed when you created your document. Then you can type in the bleed size.
8. From the menu on the left, select Advanced
   a. If possible, have the preset at the bottom set to High Resolution and/or have the Adobe PDF Preset at the top set to the highest quality option. (Not technically essential, but will result in better quality prints)
9. Print/Save

Adobe InDesign
- When you create your file, set the dimensions of your page and the bleed size for all the sides.
  - The bleed size can be set underneath "Bleed and Slug" below the area for specifying the page dimensions. The bleed area is the gray space in between the white of your artboard and the red box around it.
  - If you did not set bleed when you created your document, the bleed size can be set later, as long as you have content spilling off the artboard.

- When you're creating (adding content to) your file, make sure the content you want going off the edge spills off the edge of the artboard, AKA into the bleed area (the space between the end of the artboard and the red box).
1. When your file is finished…
2. If you have a PDF printer
   a. Go to File, Print, and select a PDF printer
3. If you do not have a PDF printer
   a. Go to File, Export, and select PDF
   b. Save
4. (The next steps should be the same for Print and Export)
5. From the menu on the left, select Marks and Bleeds
6. Check the box by **Crop** Marks. In this case, **Bleed** Marks are not the same thing.
   a. Check the box by "Use Document Bleed Settings" unless you forgot to set bleed when you created your document. Then you can type in the bleed size.
   b. Including Page information is also helpful.
   c. The marks and bleed section should be similar to below:

7. From the menu on the left, select Advanced
   a. At the top of the dialog box, make sure Adobe PDF Preset is set to the highest quality print option, and/or that "Preset" is set to High Resolution
8. Print/Export

Adobe PDF

- Make sure your file already has bleed content, and a good amount of space surrounding that bleed so that the trim marks have somewhere to show up. This means that the dimensions of your PDF will be bigger than the size you want your final prints to be.

Adobe Acrobat Pro

1. In the PDF, select the Print Production tool
2. Click "Set Page Boxes"
3. Under Margin Controls, change the "Apply to:" selection to "TrimBox"
4. Choose the bleed size for the top, bottom, left, and right
5. Click OK (you won't see anything change yet)
6. Click "Add Printer Marks"
7. Check the box by "Add Trim Marks" and click OK/yes/OK.
8. The trim marks should appear

If you don't have Pro but you still have the PDF with bleed area but no marks, send it to us and let us know how much bleed there is on each side.

Adobe Photoshop

1. Make sure that while creating your document the canvas size is slightly larger than you want the end product to be on all sides so as to incorporate the bleed space
   a. You can use Image > Canvas Size to increase the size of your canvas later, but make sure to have content spilling into the bleed area
2. With a PDF printer
   a. File
   b. Print
   c. Choose your PDF printer
   d. Under Printing Marks, check the box next to Corner Crop Marks
   e. Under Functions, click Bleed to bring up a dialog box.
   f. Within the dialog box, specify the width of your bleed (how much bleed area you included all the way around your document) and click OK.
   g. The corner marks should update based on the bleed area you typed in
   h. Choose a paper size that shows the bleed marks, print to PDF, and attach the PDF to your order form.
3. Without a PDF printer
   a. You can create your own crops marks by first making your canvas larger (so the marks have space to show up), using Image > Canvas Size and adding some space on all sides. Then use strokes to place lines where the print should be cut.
   b. File
   c. Save as
   d. Use the drop down menu to select Photoshop PDF, save it and attach the PDF to your email
4. If these options don't work, at least create a document that has bleed area and some extra white space around it so that we can more easily place trim marks on it on our end.

Powerpoint

- Powerpoint does not have settings for bleed. Change the size of your page to be the size of your end product + the dimensions of the bleed, and create your file while keeping those boundaries in mind (you can turn a ruler on under the View tab). Convert it to a PDF and send it to us. Let us know the dimensions of your bleed and the intended final product size.
- To change your page size in Powerpoint
    - Under the Design Tab, click "Slide Size" (might be "Page Setup")
    - Custom slide size
    - Change the width, height, and orientation as necessary.

Publisher

- Size your Publisher file to be the size you want it (using the Size tool under the Page Design tab). Then make sure that content you want spilling off the side (into the bleed) spills into the gray area beyond the frame of your page.
1. If you have a PDF printer…
    a. Click the File tab, then click Print
    b. Choose a PDF printer to print to (such as Adobe PDF or CutePDF Writer)
    c. Set your page size to something bigger than the size at which you created the document.
        i. See below for directions on how to print to size on CutePDF Writer
    d. Click the arrow on the right of your printer selection (as if you were going to choose a different printer)
    e. Click Advanced Output Settings at the bottom
    f. Check the box next to "Crop marks" on the left, and check the boxes next to "Allow bleed" and "Bleed marks" on the right.
    g. You should now be able to see the marks in the print preview. Print to PDF and then send us the PDF file.

    *Instructions for printing to size in CutePDF Writer
    1. Click the arrow on the right of your printer selection (as if you were going to choose a different printer), then click advanced
    2. In this menu, there is an option to choose/edit a PostScript Custom Page Size
        a. Put in the dimensions you want the file to be
        b. Make sure the print quality is set to at least 600dpi
        c. And that TrueTypeFont is set to "download as soft font"
    3. Back on Publisher's main print screen, have it set to one page per sheet and choose the size you made below that. It should then print to that size.

2. If you do not have a PDF printer…
    There seems to be a bug in current versions of Publisher that will not allow you to use these settings when saving the file as a PDF. If the process below does not

work on your computer and you do not have a PDF printer, send us a PDF of your file without crop marks, and also send us the publisher file of your document.
    a. Click the File tab, Save As
    b. Choose a place to save the file and select save as type PDF
    c. Underneath this, there should now be an "Options" button. Click it.
    d. Change "Downsample to:" from whatever it was to a high number, like 1,000. "When above" should change to be the same thing.
    e. Click "Print Options" in the bottom left corner.
    f. In the dialog box this brings up, check the boxes by "Crop marks," "Allow bleeds," and "Bleed marks" on the right.
    g. Ok, Ok, Save.

Word

Word is not ideal for creating files with trim marks. If you really need to use Word and need bleed, follow the steps below to create the document with bleed content, make the Word doc into a PDF file, and then follow the instructions for adding trim marks in Adobe PDF.

1. Click the File tab
2. Click Options; this will bring up a dialog box
3. Click Advanced from the menu on the left side of the Options pop-up
4. Scroll down to the section entitled "Show document content"
5. Check the box next to "show crop marks"
6. OK
7. Some simple crop marks will appear on your page based on your margin settings (change margin settings under the layout tab). Use these to place your content appropriately. Make sure the page size and margin size will work out to give you the final size you want.
8. Convert your file into a PDF (best done by printing to a PDF printer) and follow the instructions above for adding trim marks in Adobe PDF.