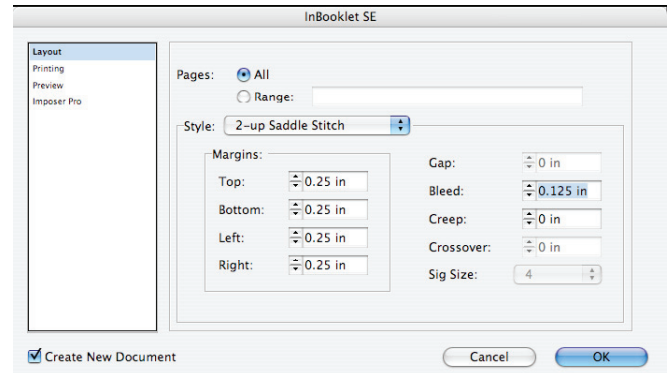


Setting Up an Image Bleed

Step 1

Set up the bleed when laying out your document.

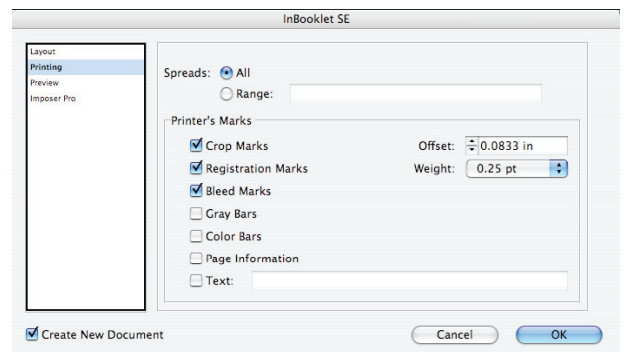
- When creating the document in InDesign, your page size should be the **final trim size** (i.e., the size you want the book to be once everything is done).
- Lay out the images so they extend of an inch beyond the outer edge(s) of the page. Never set up a bleed along the inside edge of the page.
- Lay out your entire document with bleeds, then...
 - if you are producing a saddle-stitch booklet or a handsewn roundback or flatback yourself, proceed to Step 2.
 - if you are producing a book yourself using comb, wire, spiral, velo or perfect binding, or if your book will be professionally bound, proceed to Step 3.



Step 2

Preparing bleeds for a saddle-stitch booklet in InBooklet SE or Print Booklet.

- For information about **InBooklet** and **Print Booklet**, refer to pages 17 and 18.
- Set all margins to .25 inches and set bleed at .125 inches. All other values should be "0."
- Make sure Crop Marks, Registration Marks and Bleed Marks are activated**; you can print the other Printers Marks as well, but they aren't necessary.
- With **InBooklet**, check the box in the bottom left-hand corner for **Create New Document** and click **OK**, and after the New Document is created, **export the document to PDF** as normal. Do not create new printers marks when creating the PDF. With **Print Booklet**, just click **OK** and you will create a PDF, not a new InDesign file.



Step 3

Preparing bleeds for loose-leaf or professional bindery.

- Go to **File > Export** to create a PDF. In the **Export PDF dialog box**, select the type of PDF you wish to export (probably **Print or Press**) and then click on **Marks and Bleeds**.
- Click the check box next to **All Printers Marks**. Underneath, set all bleeds to .125 in.
- Export and print PDF as normal.

