



Setting Up Ticks and Bleeds in Adobe


InDesign

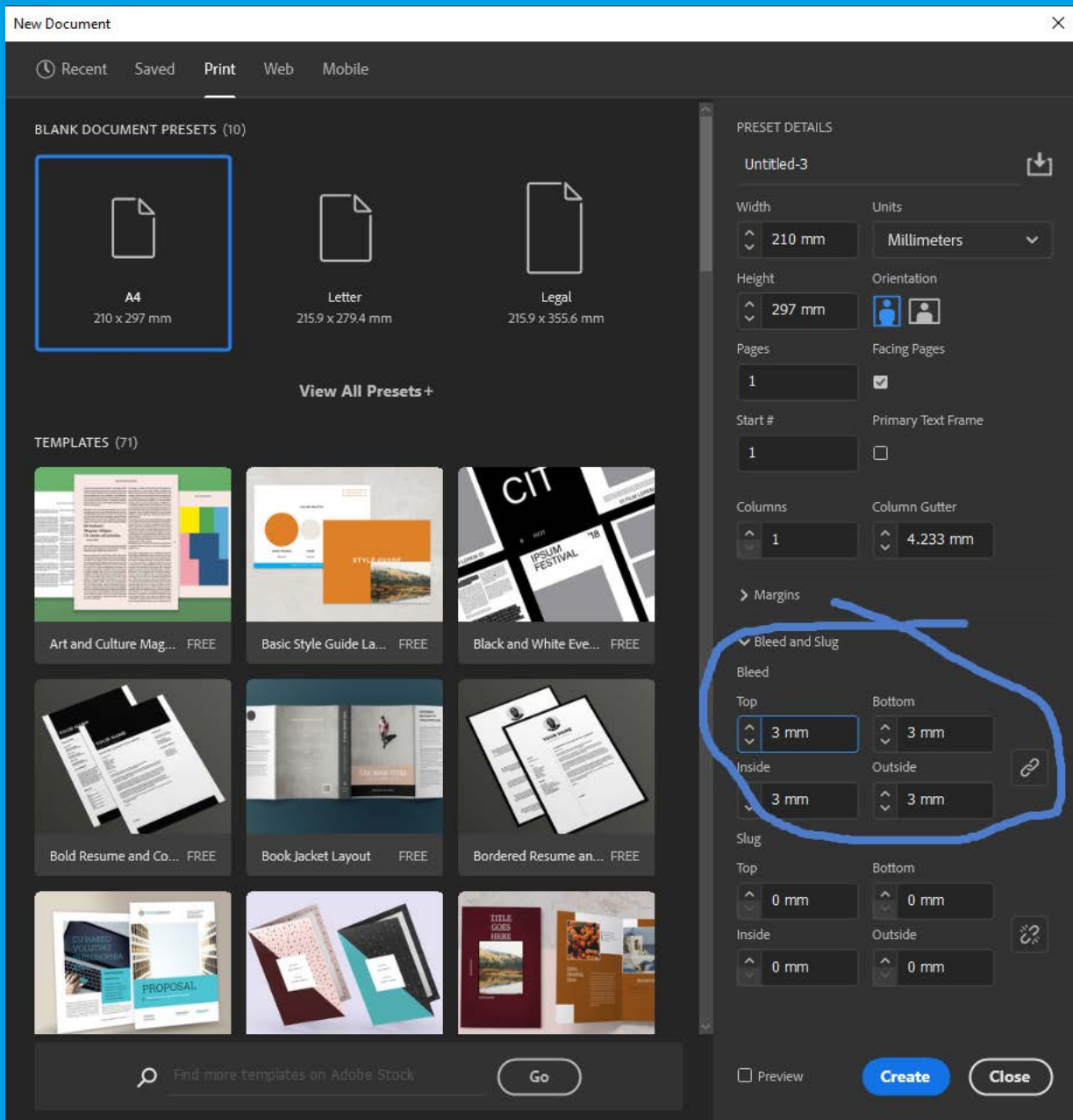
Step 1

Set the page size to the finished size of the document (eg A4 or A3), and set the bleed as 3mm.

If you are creating a **new document**, go to

File > New Document.


Under Bleed and Slug click on the 'Make all settings the same' icon . Click on OK.



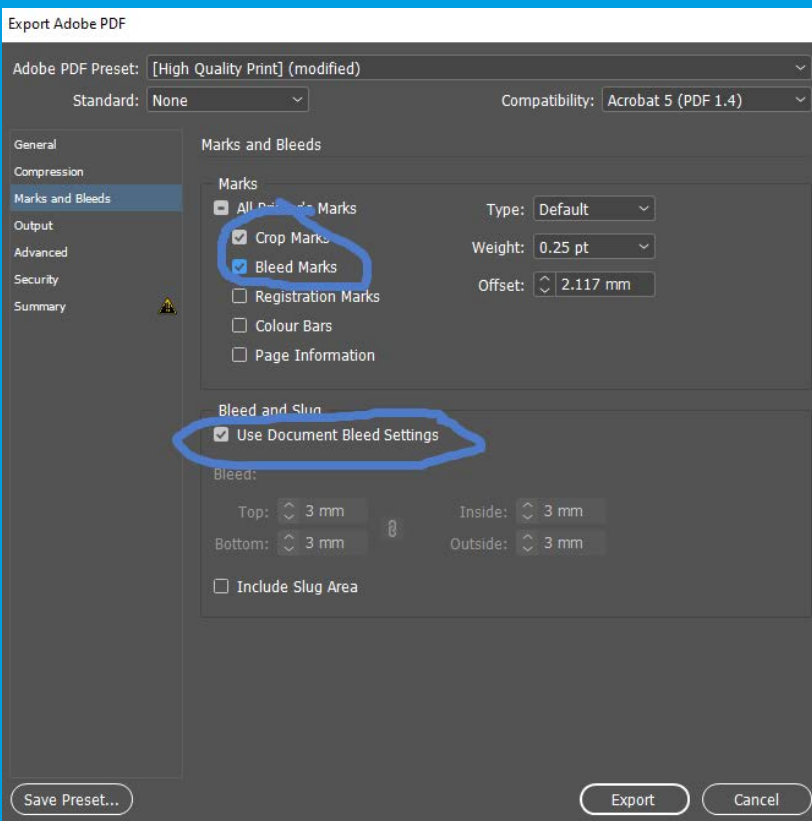
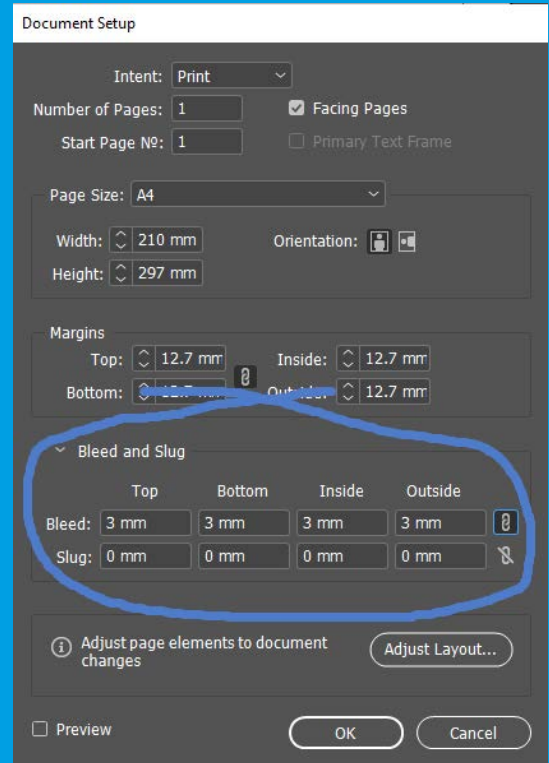
Go to **Step 2**

If you are working on an **existing document**, go to

File > Document Setup.

Under Bleed and Slug click on the 'Make all settings the same' icon . Click on OK

Go to **Step 2**



Step 2

when your artwork is ready, choose File > Export

Step 3

specify a name and location for the file

Step 4

in the Format tab, choose Adobe PDF (Print), and click Save

Step 5a

in the Adobe PDF Preset tab, at the top of the dialog box, choose High Quality Print

Step 5b

under Marks, tick Crop Marks and Bleed Marks. Under Bleed and Slug, tick Use Document Bleed Settings

Step 5c

click Export to create the print-ready PDF


Illustrator

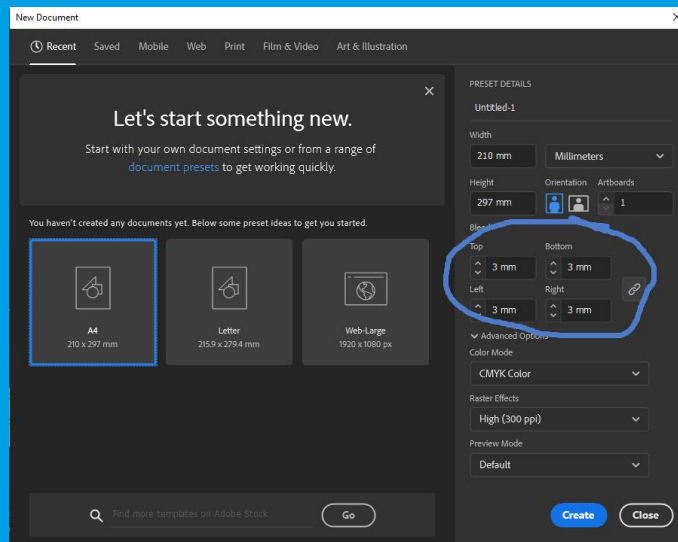
Step 1

Set the page size to the finished size of the document (eg A4 or A3), and set the bleed as 3mm.

If you are creating a **new document**, go to


File > New Document.

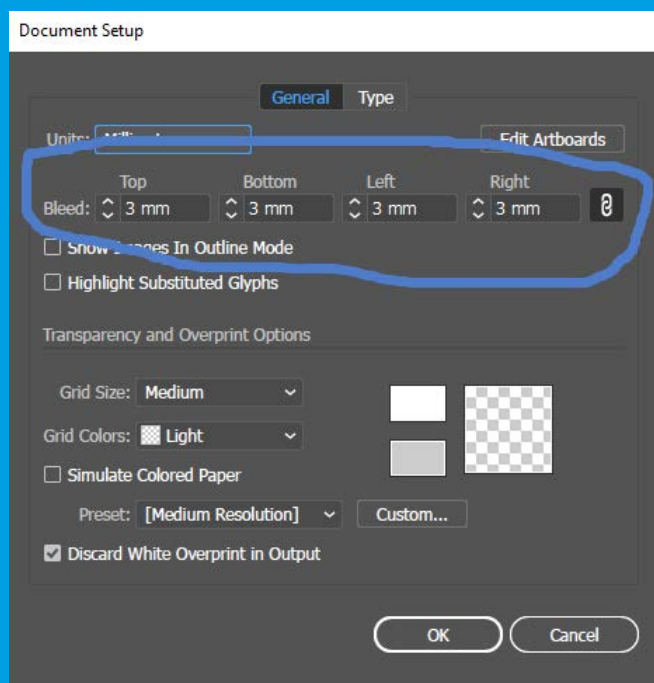
Under Bleed click on the 'Make all settings the same' icon . Click on OK.



If you are working on an **existing document**, go to

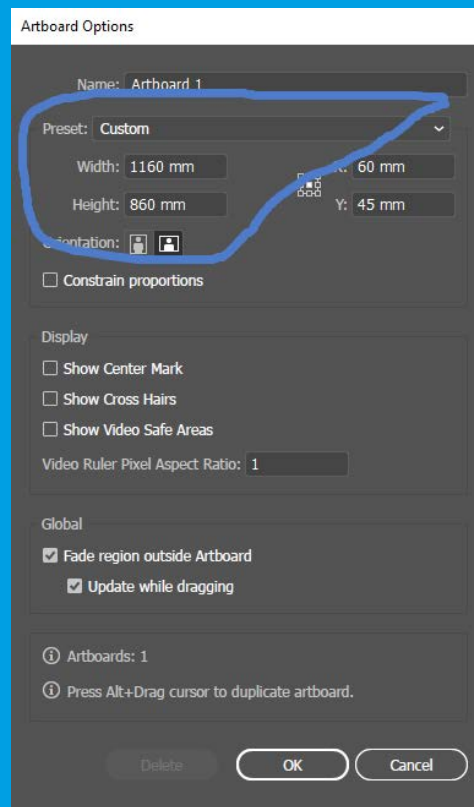
File > Document Setup.

Under Bleed, click on the 'Make all settings the same' icon . Click on OK

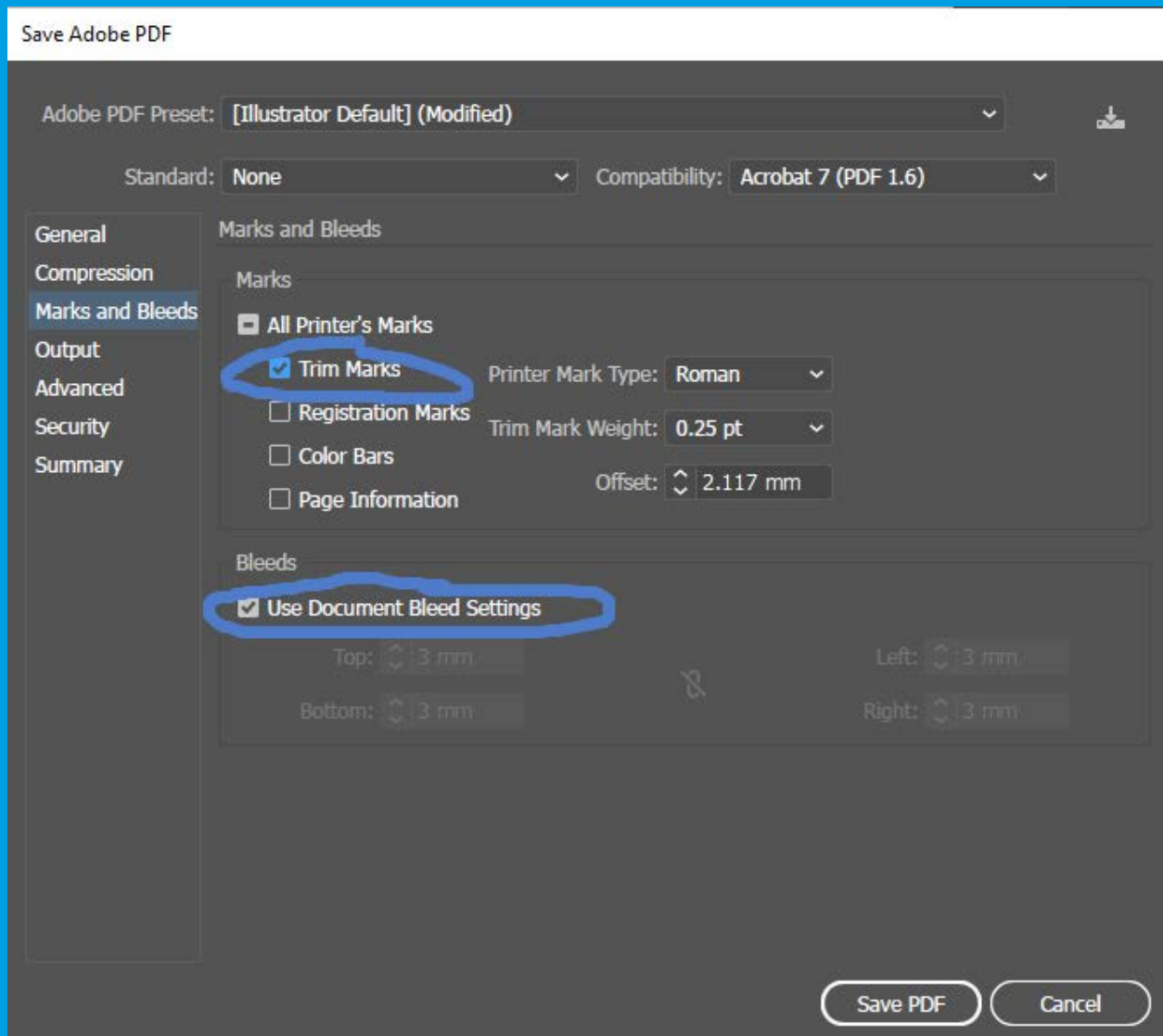


Go to the Window > Artboards dialog box and select Artboard Options

In Artboard options, select the finished size of the document



Go to Step 2



Step 2

when your artwork is ready, choose File > Save As

Step 3

specify a name and location for the file

Step 4

in the Format tab, choose Adobe PDF (pdf), and click Save

Step 5a

in the Adobe PDF Preset tab, at the top of the dialog box, choose High Quality Print

Step 5b

under Marks and Bleed: Marks tick Trim Marks. Under Marks and Bleed: Bleeds, tick Use Document Bleed Settings

Step 5c

click Save PDF to create the print-ready PDF

Photoshop

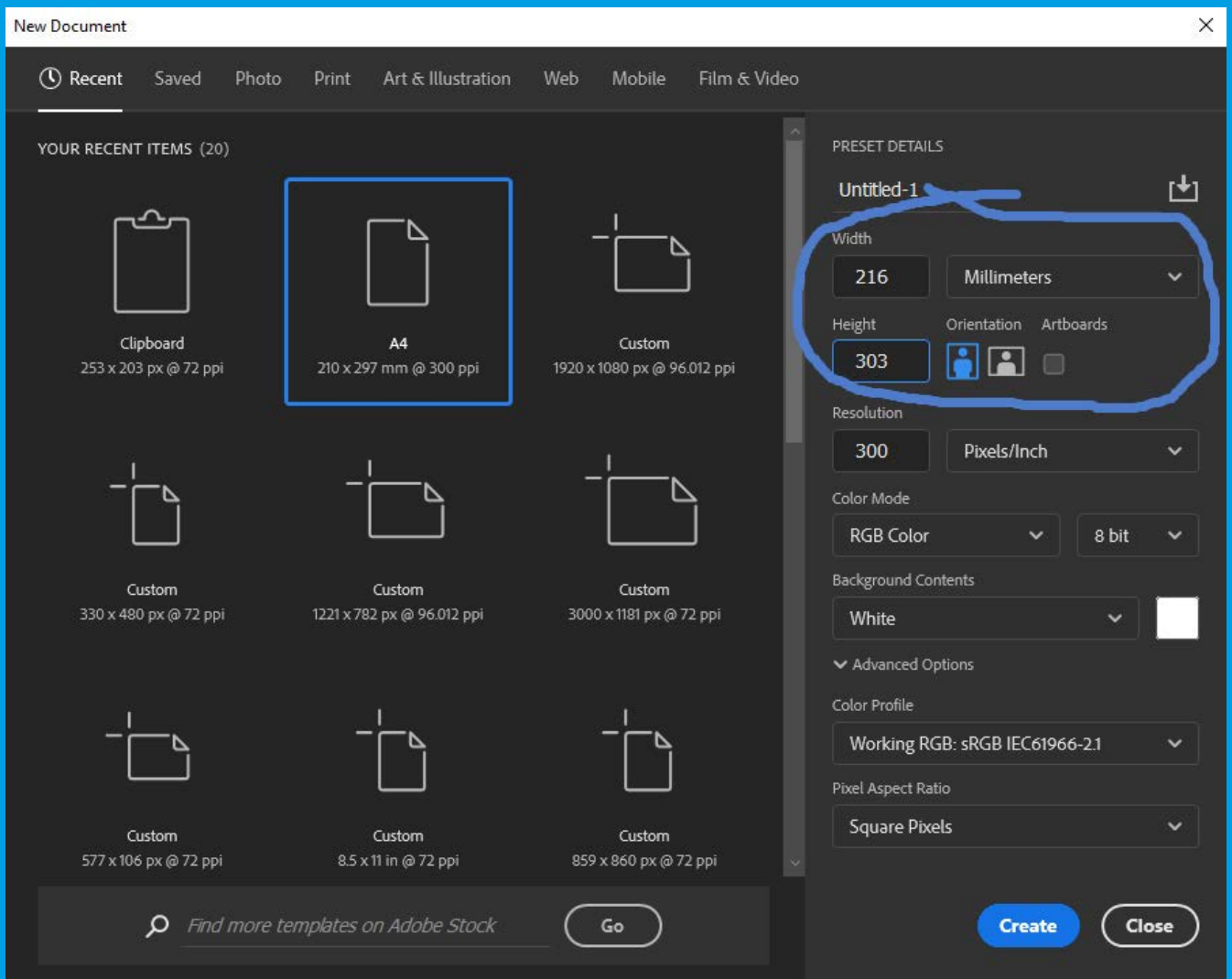
Step 1

Set the page size to the finished size of the document (eg A4 or A3), and set the bleed as 3mm.

If you are creating a new document, go to File > New.

For 3mm bleed all around the artwork, add 6mm to the width and height of the canvas. For an A4 document, this will be 216 x 303mm.

You can use guides to show the artwork area while you are working on the document.



Save your artwork and go to **Step 2**

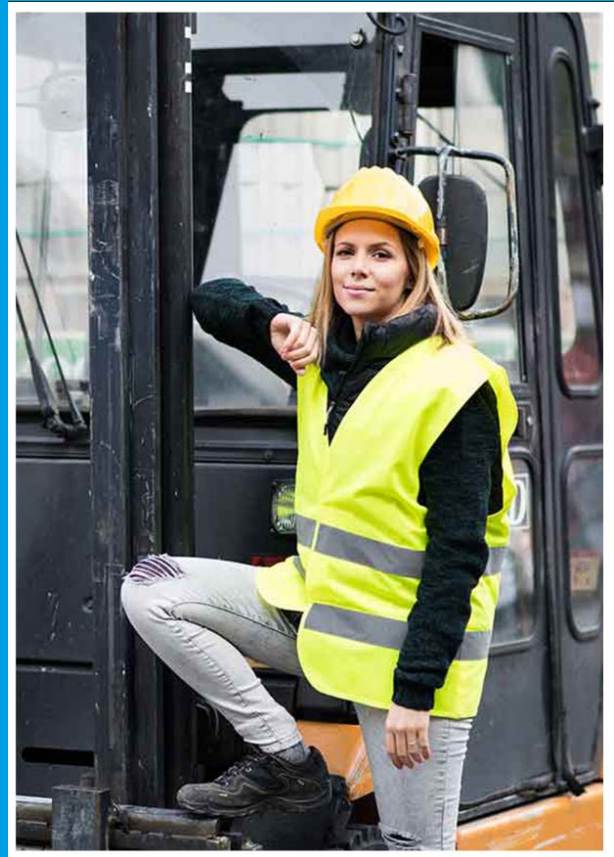
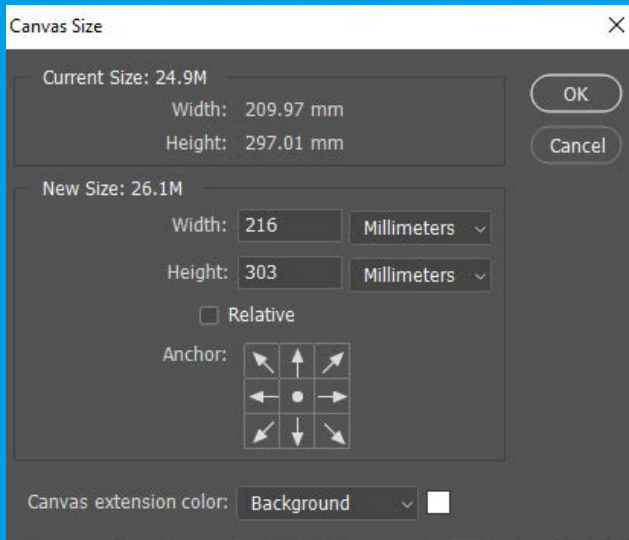
If you are working on an existing document, go to

Image > Canvas Size.

For 3mm bleed all around the artwork, add 6mm to the width and height of the canvas. For an A4 document, this will be 216 x 303mm.

A white border (3mm wide) will appear around the edges of the artwork.

Save your artwork and go to Step 2.



You need to extend the existing artwork to the edges of the document. To do this, go to Edit > Free Transform. Small boxes (handles) will appear at the corners and mid-points of the artwork.

Hold the Shift Key (to maintain the proportions of the image) and drag the top left corner handle outwards so that the artwork extends to the left edge of the document.

Still holding the Shift Key, drag the bottom right corner handle outwards so that the artwork extends to the right edge of the document.

The white border around the artwork should now have disappeared.

Save your artwork and go to Step 2.

Step 2

There is no easy way to add crop and bleed marks in Photoshop, so you should do this in InDesign.

Create a new document in InDesign, import the artwork that you have adjusted in Photoshop, and export the document as a print-ready PDF following the InDesign instructions on this guide.