Adobe® InDesign *Working with Bleeds*

All non-newsprint publications may have bleeds, whether on the cover or inside pages. When an image or element on a page touches the edge of the page leaving no margin or white trim, it is said to bleed. Content may bleed or extend off one or more sides of the page. Images, rules, decorative text and other design elements can bleed off the page. When creating bleeds, we recommend that all text remain within the .5" margin, unless this is a chosen design style.

With Bleeds

Without bleeds

Annual Report & Highlights
Woodlawn School
Mooresville, NC

Setting your bleeds in Adobe InDesign

1

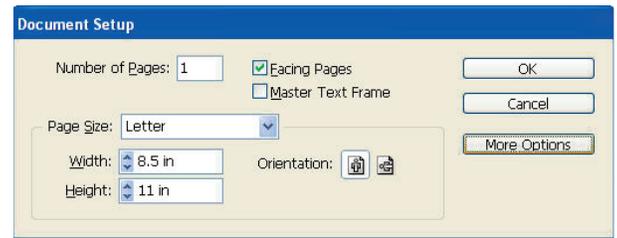1) Open your InDesign document and go to **File** > **Document Setup.**

2

2) If you do not see the Bleed and Slug section, select the **More Options** button.

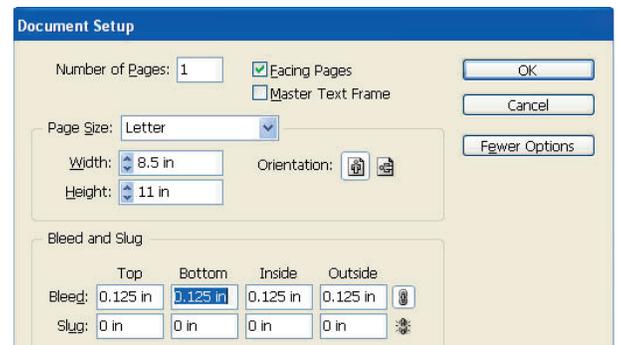3) In the Bleed and Slug section, set all fields to .125" and click **OK**.

4

4) A red line will appear on the outide of your page area. All content that should bleed off the page should extend to this red line. Note that anything that extends pages the black page boundary will be trimmed off in production.

5) When creating your PDF, be sure to choose the **Use Document Bleeds Settings** option in the PDF options window under the Marks and Bleeds section. See **Tech*Know* lesson: Creating a PDF** for more information on how to create a PDF with bleeds.