

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

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” 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.

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

Powerpoint

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.