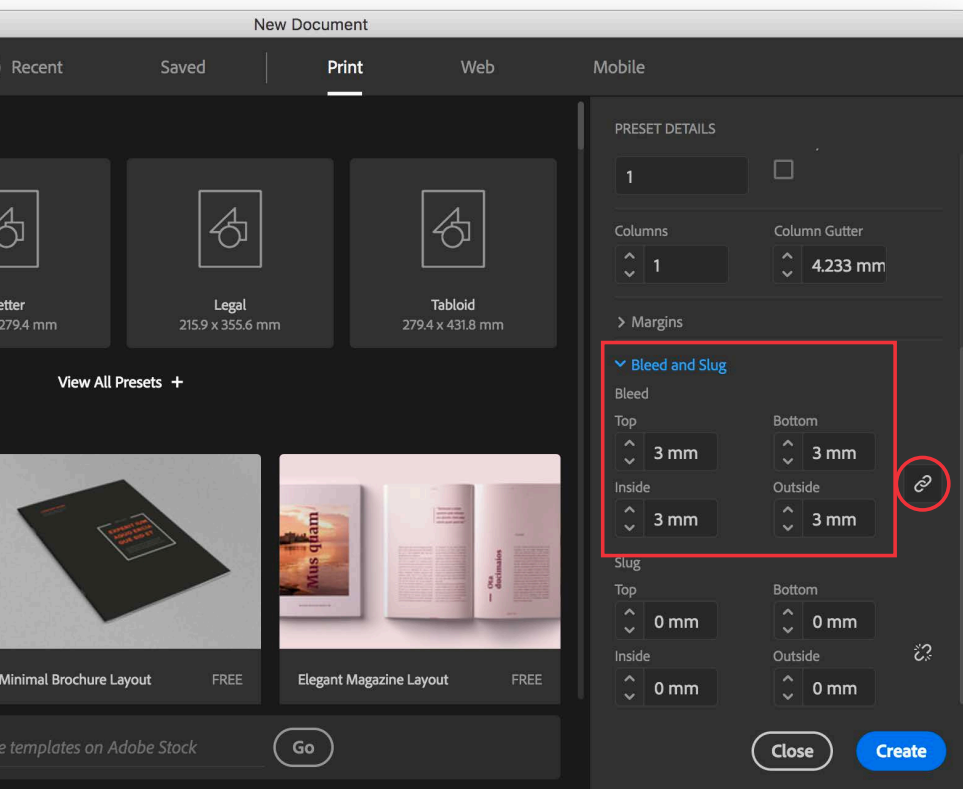# Getting your document print ready

Setting up and exporting

Setting up your document

Creating a new document

When setting up a new document, go to the drop down menu for bleed and slug and set your bleed 3mm on all sides. Clicking the chain icon will link all these measurements so they stay the same.

Adding bleed to an existing document

Under File > Document Setup you can add bleed to your existing document as well as alter the size of set up of your pages.
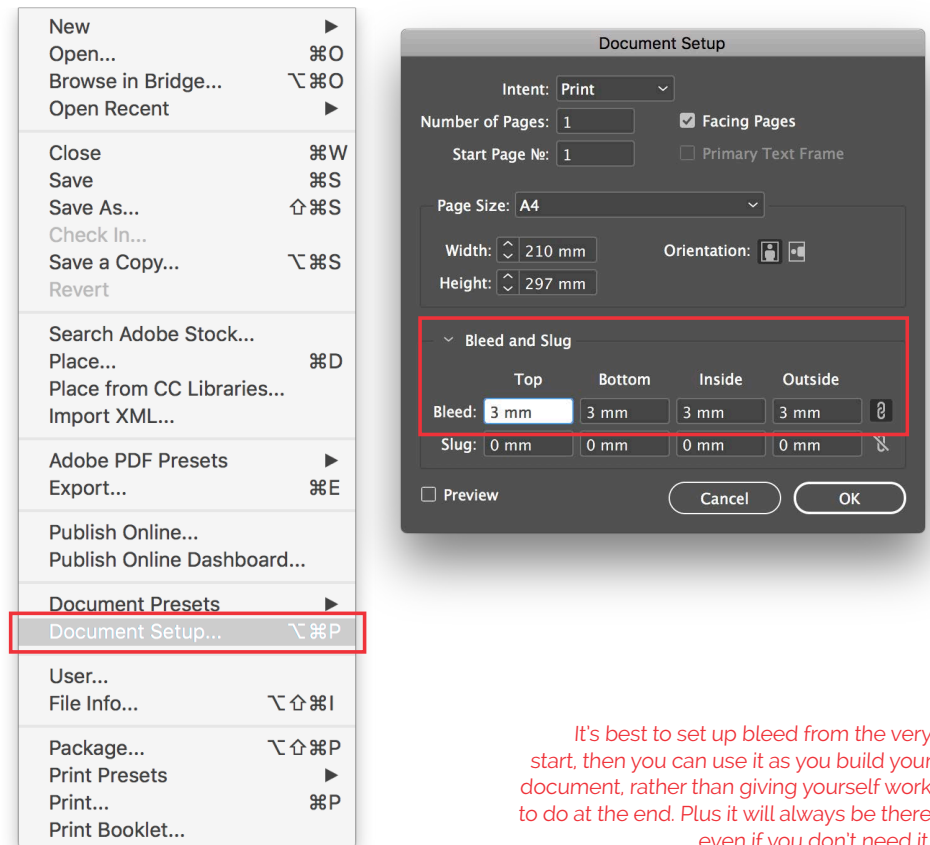

It's best to set up bleed from the very start, then you can use it as you build your document, rather than giving yourself work to do at the end. Plus it will always be there even if you don't need it.

Using the bleed

Using the bleed

The red line around your page shows you the bleed margins. When you have a full page (full bleed) image make sure you extend your image to the red lines to ensure your images are printed right to the edge without risk of any white showing when your document is cropped during the print process.
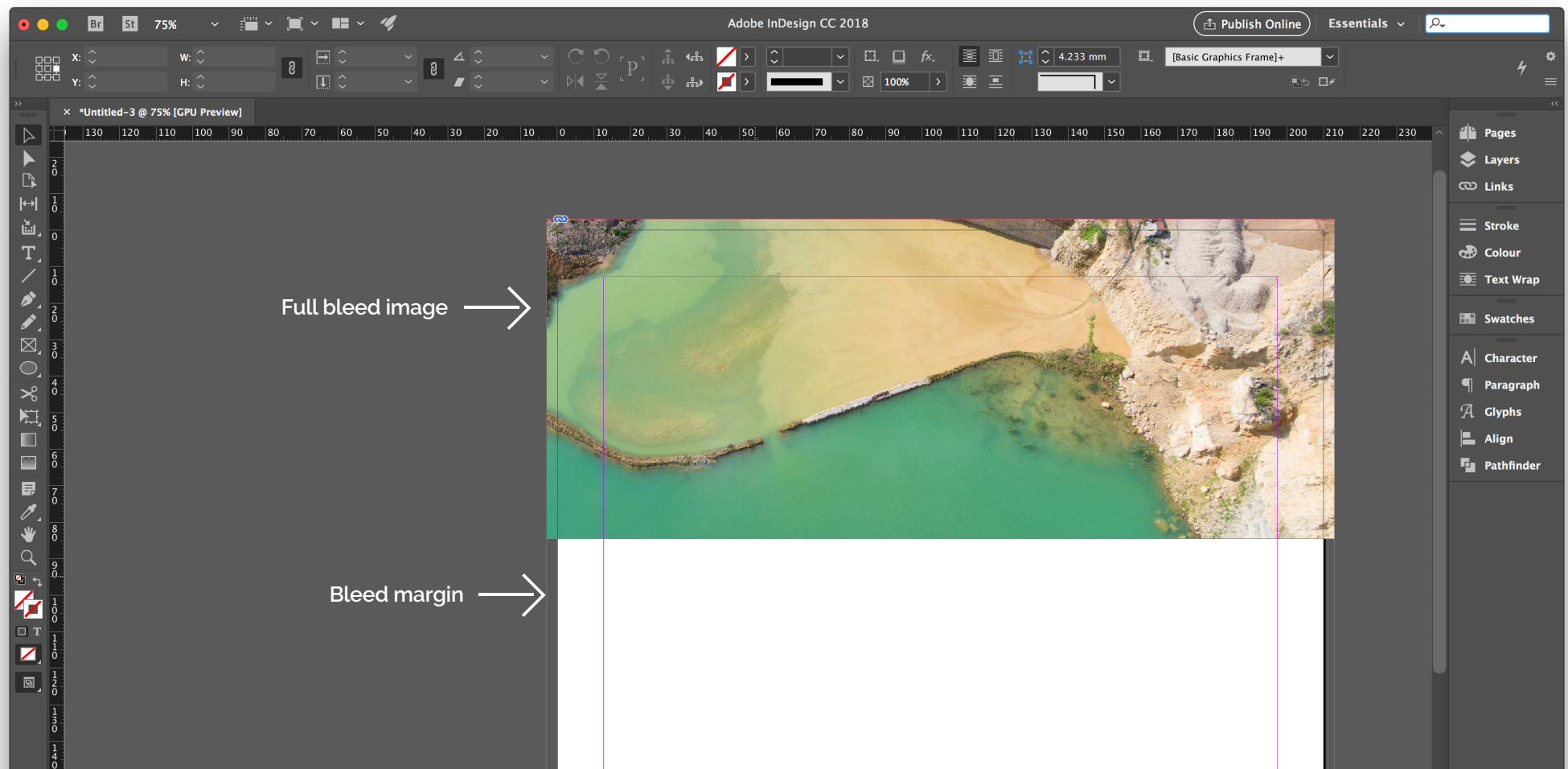
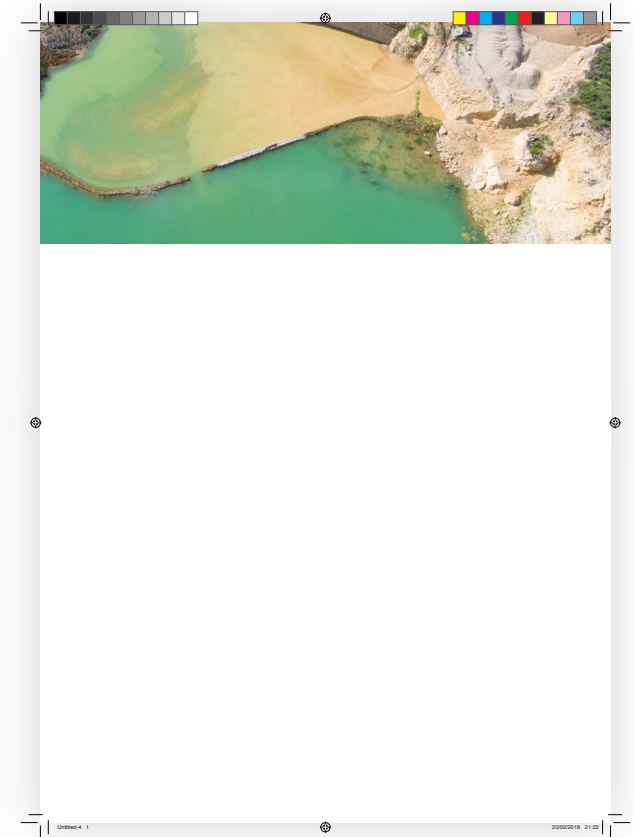# Exporting your document with crop and bleed marks

Exporting your document

Under File > Export make sure the printers marks are checked under 'Marks and Bleed' on the left hand side, ticking 'Use Document Bleed Settings' to use the bleed you have already set up.
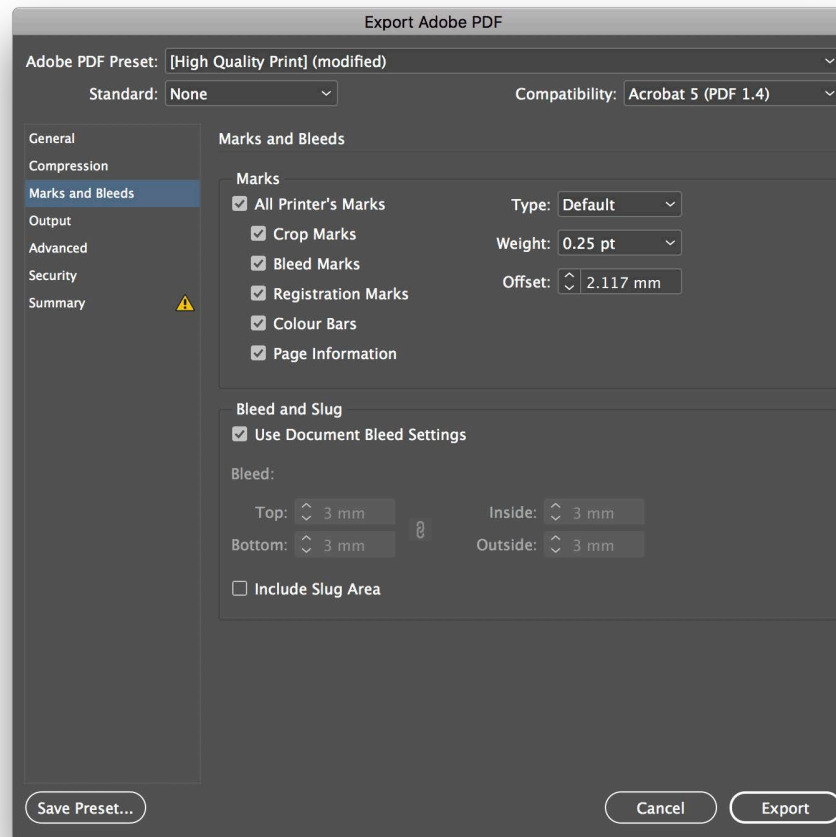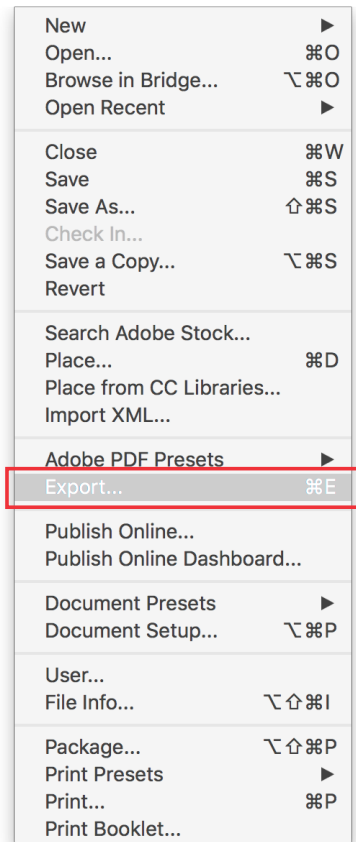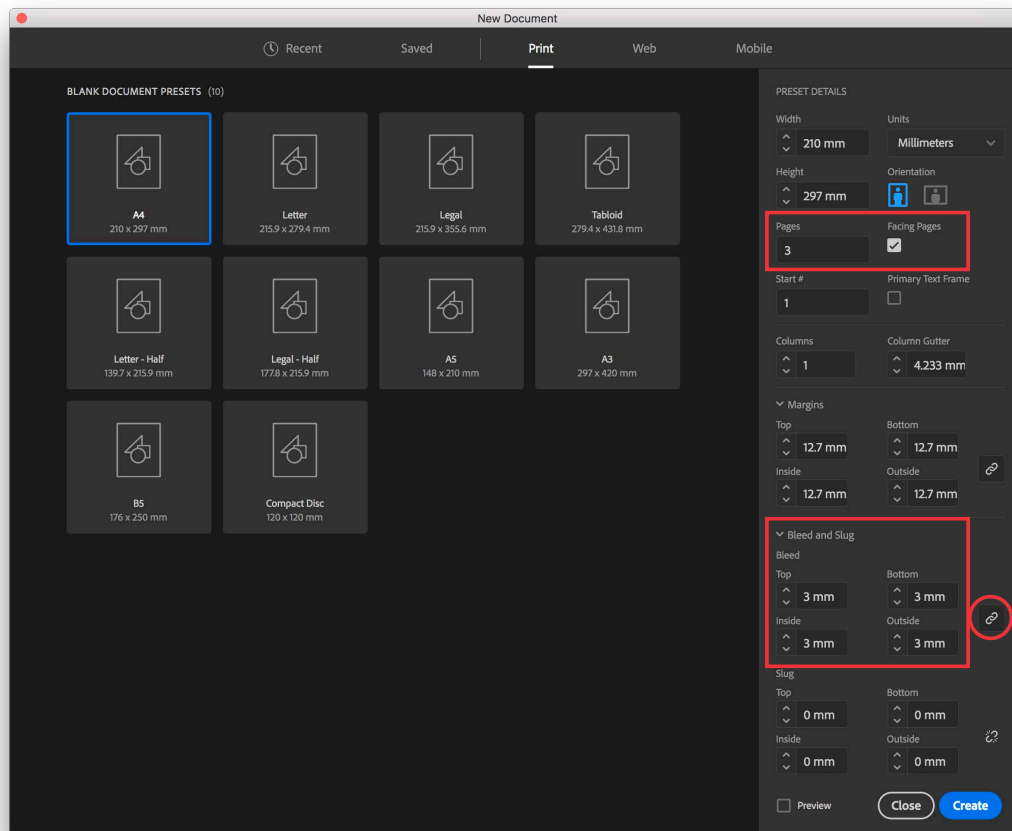
Your exported PDF

All done!

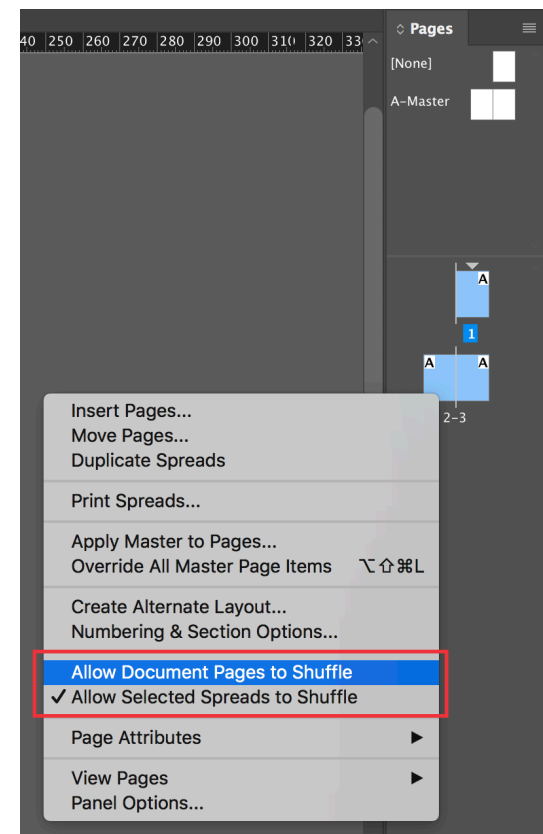# Setting up a wraparound cover for perfect binding

Creating a new document

When setting up a wraparound cover, create three pages, the front, the back and the spine, ensuring that facing pages is ticked and set your bleed.
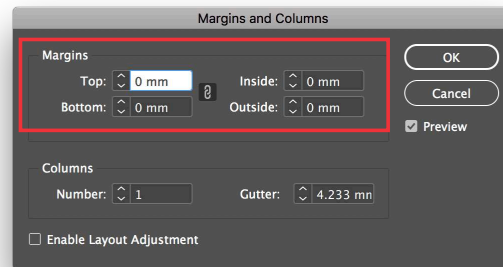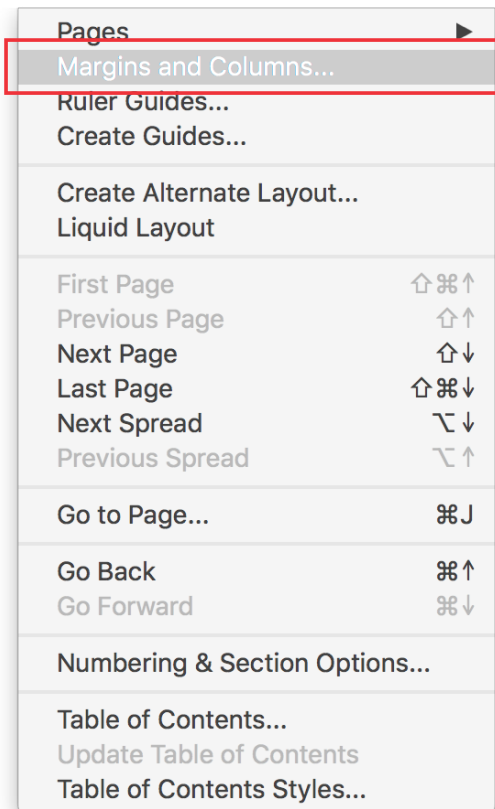

Prep setting the pages

You will need to move your pages so that they all sit together. Select all pages and ensure 'Allow Document Pages to Shuffle' in unticked.
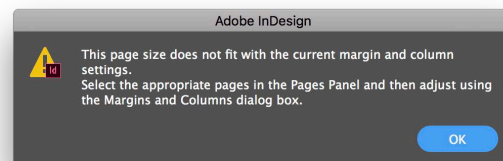
Setting up a wraparound cover for perfect binding

Prep setting the spine

To change one page to be your spine, ensure the margins are removed, under Layout > Margins and Columns'. If you do not remove these they will clash with the spine size, you can add these back in later.
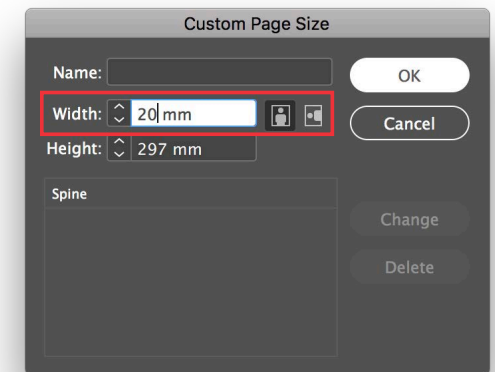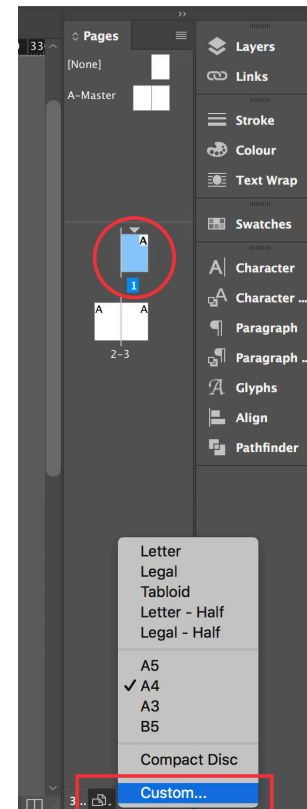
Resizing the spine

Select the page you want to change and at the bottom of the Pages panel click the 'Edit Page Size' button. Select 'Custom' and change the width of your page to the size spine we have recommended.

If you don't remove your margins you will get the following pop up warning when you try to change the page size.

Setting your spine as it's own page makes it easy to change should you need to adjust it. Changing the width will change only this page and should take less time to amend your artwork.

Setting up a wraparound cover for perfect binding

Moving the pages

Now that your spine page is set, and your pages will not shuffle themselves, you can drag and drop your spine into the middle of your front and back cover pages. You can now set your artwork - make sure you use all of the bleed!

Back cover

Spine

Front cover
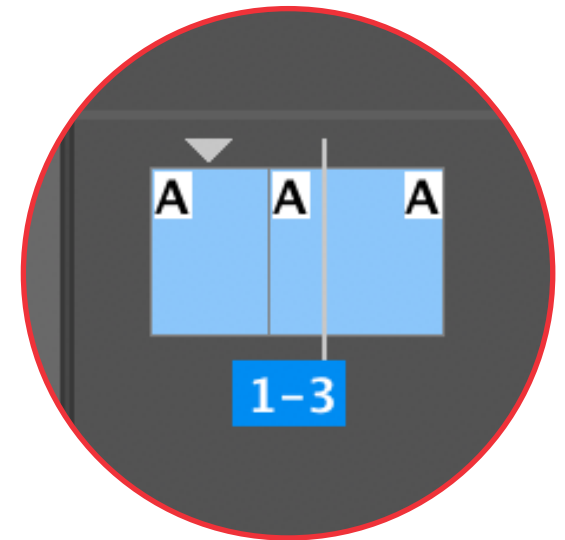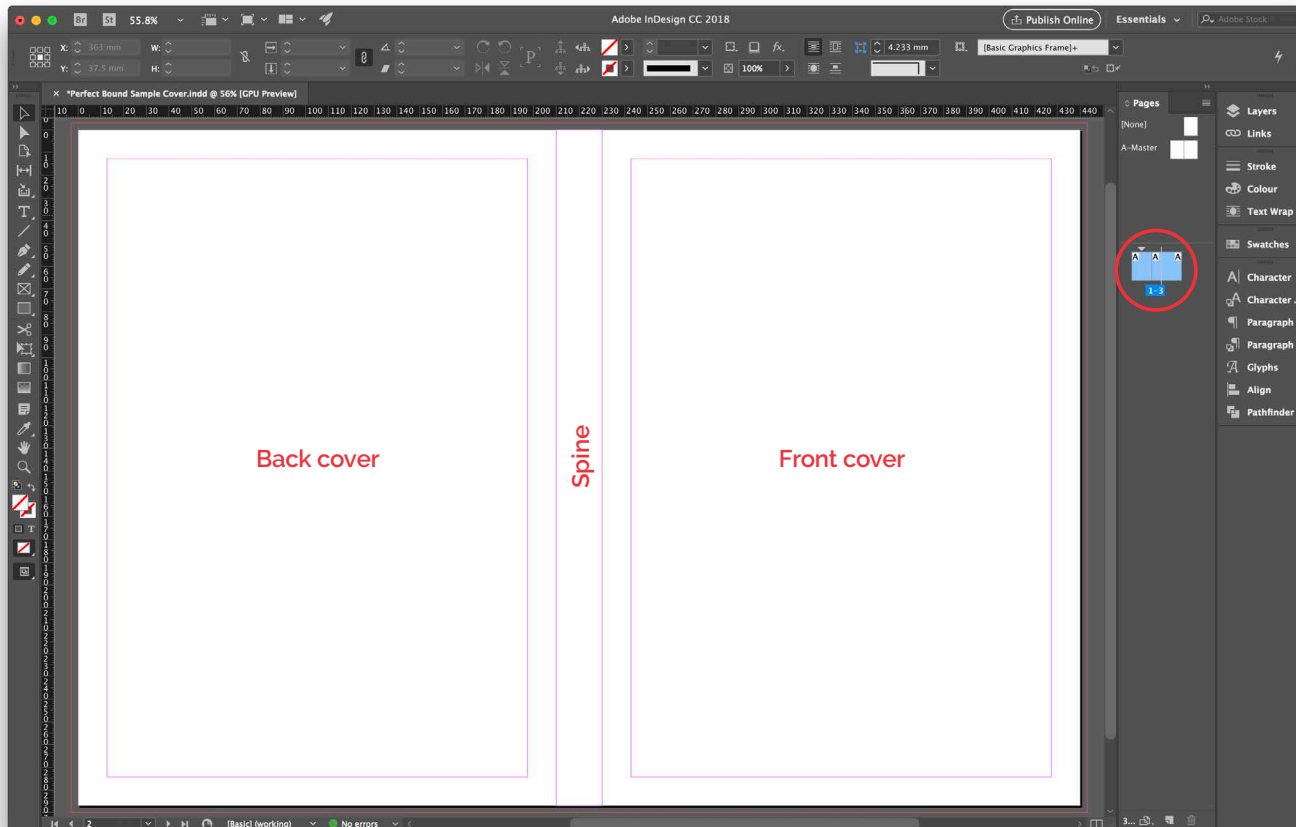
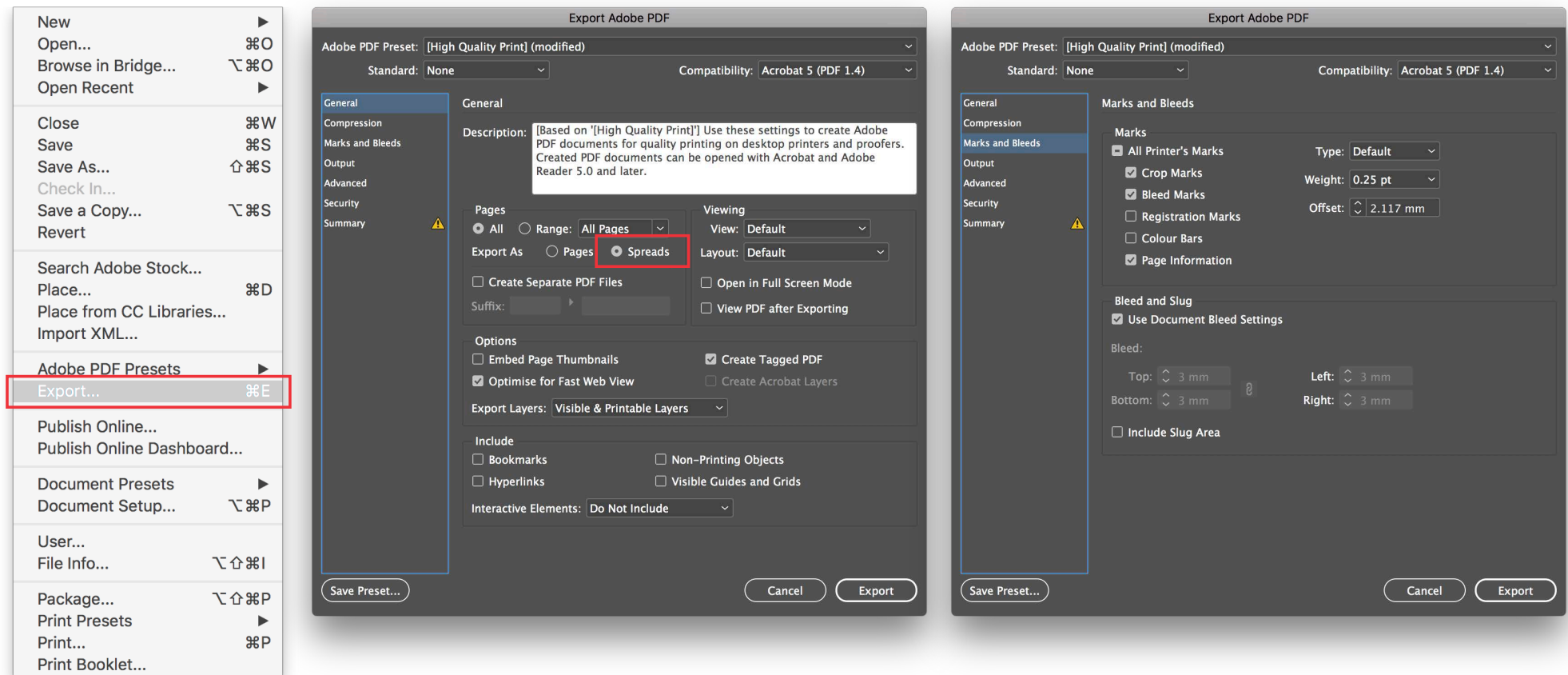# Setting up a wraparound cover for perfect binding

Exporting your covers

Under File > Export make sure you select 'Spreads' from the 'General' panel on the left and ensure the printers marks are checked under 'Marks and Bleed', ticking 'Use Document Bleed Settings' to use the bleed you have already set up.

Setting up a wraparound cover for perfect binding

Your exported PDF

Your PDF should now look like this.

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