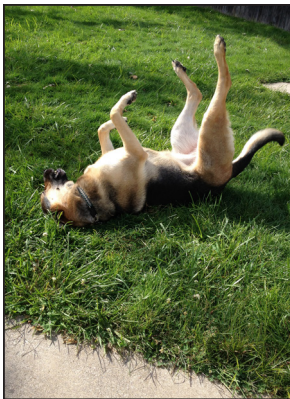


QUICK TIPS

Adding crop/bleed marks to your InDesign file:

The IC can cut up to 700 sheets of paper (20lb. copy) at one time.

For the best results, make sure to save your file with crop marks and a bleed to insure that your type or image isn't trimmed off.

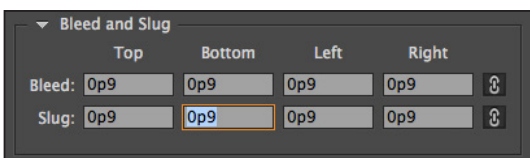


To add crop marks and a bleed to your file in InDesign, follow these steps:

Open your file in InDesign.

File > Document Setup

Add a 0.125" (or 0p9 in picas, 9 in points) bleed on all sides of your file.



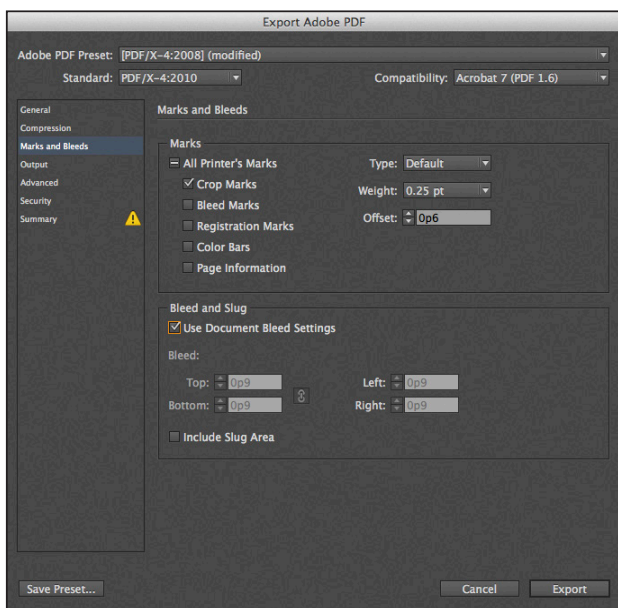
If you have multiple pages and are not printing spreads, be sure to uncheck "Facing Pages"

Each page of your document should now have a red line around it. Make sure your image extends to this bleed line.

File > Export

Format > Adobe PDF (print)

Adobe PDF Preset > PDF/X-4; 2008

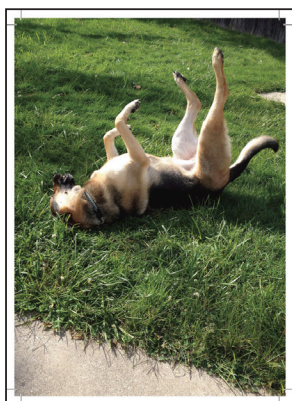
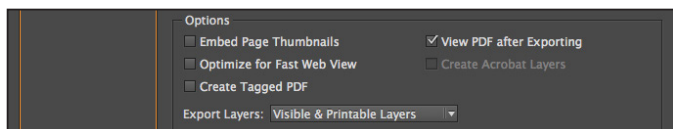


Select the Marks and Bleeds menu.

Marks submenu > Toggle on Crop Marks

Bleed and Slug submenu > Select Use Document Bleed Settings

Select View PDF after Exporting from the General menu to make sure the file looks correct.



For more information, check out our full Imaging Center Guide.