UNITY PRINTING

Creating Bleeds and .pdfs in Publisher

What is bleed?

When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed. No printing device can print right to the edge of a page, so a slightly larger impression must be made and then trimmed back with a cutter. If you design the page without any image or element going right to the edge of the page, you don't need bleed. But if you do, you'll want to create a file with bleed.

Create a bleed

Before you start adding bleed to your design, be sure you do not have important design elements or text boxes closer than .25 inches to the inside edge of your document. Staying within this safe zone ensures your design will not cut off important content after printing and trimming.

To 'fake' a bleed in Publisher you will need to change the paper size before creating a PDF. Start by opening the Page Setup dialog box.

Go to File > Page Setup. Under Page, enter the dimensions required for your document. You need to add .125 inches of bleed on all four sides of your document. This will add an additional .25 inches to both the width and the height of your document. For example, if your document is 11" x 17", your new document size will be 11.25" x 17.25".

Pull the areas that need bleed back to the edge of the document so it will "bleed" when the printed document is trimmed to finished size. Next, adjust the graphics to the center of the document so that what you want printed will be printed. You may scale vector objects, but be sure you do not distort photographs. Use the crop tool where possible. Grouping graphic elements will allow you to move elements together and make the adjustments quicker.

Create a .pdf

Click on "File" on the top menu bar and select "Print."

Choose "Adobe PDF" from the Printer Name drop-down menu in the Print box. You will most likely need to adjust the page size to the new size with "bleed". To do this, click on "Properties", then go to the "Layout" tab. Click on "Advanced", "Paper Size", then choose "PostScript Custom Page Size" from the drop down menu. Enter the correct size of document. Click "OK" until all the windows have closed.

Choose where you want to save the PDF file in the Save PDF File As box. Create a name for the file and click "Save." The file will automatically convert to PDF and open up in Adobe Acrobat.