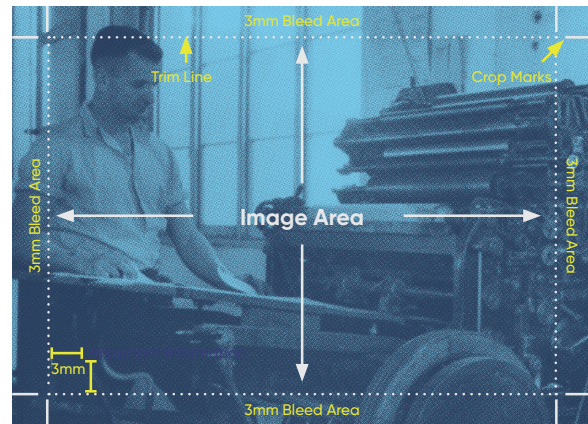


How to: Set up Crop Marks

Crop Marks

Crop Marks work with bleed to indicate the exact position where the paper will be trimmed. You will notice on the example that the image extends beyond the crop marks allowing for any movement and ensuring that the finished product has the image to the edge of the page. Crop Marks can be added to a document when creating the PDF by selecting 'Marks and Bleed' under Adobe PDF settings and checking the 'Crop Marks' box.



Creating a PDF

The best way to supply your artwork is to create a high resolution PDF with images at 300dpi and all fonts embedded. It depends what program you use to produce your artwork as to how to create a PDF;

If you are creating your document in Indesign – Select 'File' → 'Adobe PDF Presets' → 'High Quality Print' → Select the tab on the left hand side 'Marks and Bleeds' → Check the 'Crop Marks' box and Change the Top, Middle, Left and Right Bleed settings to 3mm under 'Bleed and Slug' → 'Export'

If you are creating your document in Illustrator – Select 'File' → 'Save as' → 'Save as type' → Select PDF → 'Save' → Select the tab on the left hand side 'Marks and Bleeds' → Check the 'Trim Marks' box and Change the Top, Middle, Left and Right Bleed settings to 3mm under 'Bleed' (you may find that this area is inactive and you cannot change the Bleed settings, make sure that 'Use Document Bleed Settings' is unchecked → 'Save as PDF'

If you are creating your document in a Microsoft Office document – Select 'File' → 'Save as' → 'Save as type' → Select PDF → 'Save'.

Note that you cannot put Bleed and Crop marks on this type of document, so Microsoft Office is not the preference for creating artwork. There is a possibility if you have artwork going to the edges that it may be chopped off or you may have white lines around the edges of your document.

When supplying your PDF;

- If your document has multiple pages, please make sure that the PDF supplied is as single pages (not spreads).
- If your project is to be printed in CMYK please make sure that you do not supply your file with PMS or RGB colours.
- Please convert your text to outlines where possible.
- Ensure that if your project is CMYK (not a PMS colour) that all colours are created as CMYK in the native document (Indesign/Illustrator etc) prior to creating a PDF.