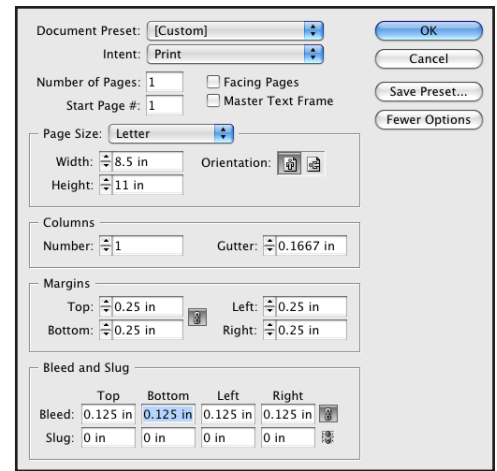


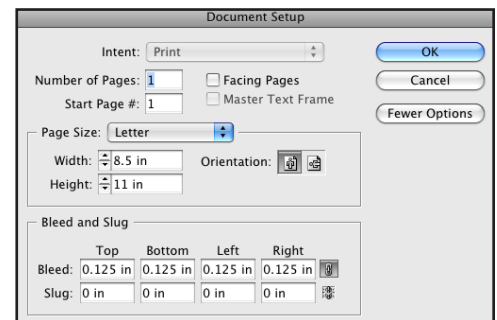
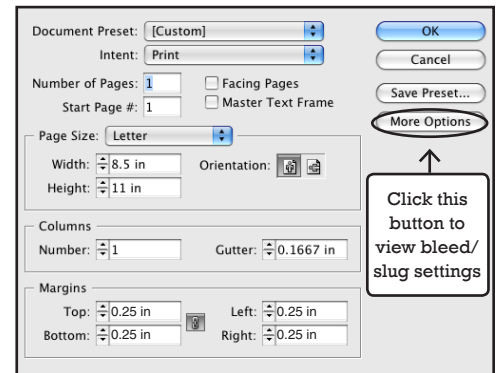
Setting a Document Bleed in InDesign

1. Choose **File > New > Document**.
2. In the New Document setup window, set the page size, margin size (.25" is standard), column settings, and bleed settings. The bottom button can toggle to show more or fewer options, if the bleed and slug menu is not shown.
3. To set the bleed, type in .125" in the top, bottom, left and right fields to create a bleed on all sides of the document. The 1/8" is the standard bleed setting.
4. Click the chain icon to the right of these fields to apply the same setting to all fields.



To Edit The Bleed of Current Document

1. Choose **File > Document Setup**.
2. This will bring up the document settings menu. This menu can alter the bleed/slug area, page size, and document page number.
3. Be sure that document is set up properly to bleed. All items that "bleed" (run to the edge of the page) should extend .125" past the document area. (into the document bleed area.)



This document contains a bleed with properly placed graphics that will print a piece with edge-to-edge color. →

