

# How to achieve FULL BLEED Printing

**Full BLEED** printing is encouraged for customers who want to deliver that "Ultra Professional" look. It simply means you plan and set up your document with an extra 1/8" **BLEED AREA** for photos and artwork to extend beyond your **TRIM SIZE**.



## BLEED AREA (blue dashed line)

Set up your document 1/8" larger on all 4 sides for Full Bleed Printing. Bleed area items need to continue and fill this space to give the illusion the page was printed to the edge of the paper. Photos, backgrounds, colors, etc. need to extend 1/8" larger and entirely fill the bleed area. (Do not add strips of color or a white border to edges to compensate for lack of bleed.) After printing, we will trim off the 1/8" bleed area. The printing image may shift slightly during printing and bindery and this 1/8" bleed area ensures no white edges on your final document.

(example 8.5" x 11" finished size: set up Bleed to 8.75" x 11.25")

## TRIM SIZE (black dashed line)

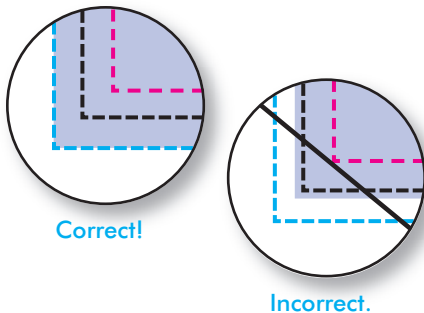
This is your finished document size. 1/8" will be removed and discarded. (example 8.5" x 11" finished size: 8.5" x 11" document)

## SAFETY ZONE (pink dashed line)

Keep all document content inside the Safety Zone. (This zone measures 1/8" within your document on all 4 sides). Text/written words, page numbers, logos, etc., or other art elements you want to guarantee not to be trimmed off must be placed within this Safety Zone.

(example: 8.5" x 11" document, Safety Zone area is 8.25" x 10.75")

## BLEED AREA EXAMPLES:



## Booklet Requirements

### We love PDF files!

Our preferred file type is a "Press Quality" PDF file!

### Do not include Color Bars or Crop Marks

We don't utilize Color Bars and our cuts are based on mathematical calculations so Crop Marks are also not necessary.

### SADDLE STITCHED BOOKLETS - Can be opened flat & are stapled in the middle

|               | TRIM SIZE   | BLEED AREA     | SAFETY ZONE    | # OF PAGES*         |
|---------------|-------------|----------------|----------------|---------------------|
| SMALL BOOKLET | 5.5" x 8.5" | 5.75" x 8.75"  | 5.25" x 8.25"  | 8, 12, 16, 20, etc. |
| LARGE BOOKLET | 8.5" x 11"  | 8.75" x 11.25" | 8.25" x 10.75" | 8, 12, 16, 20 etc.  |

\*Saddle Stched Booklets must be built in increments of "4" pages and have a maximum of 64 pages.

### PERFECT BOUND BOOKLETS - Pages are assembled and glued to a spine (like a novel)

|               | TRIM SIZE   | BLEED AREA     | SAFETY ZONE    | # OF PAGES*   |
|---------------|-------------|----------------|----------------|---------------|
| SMALL BOOKLET | 5.5" x 8.5" | 5.75" x 8.75"  | 5.25" x 8.25"  | 40, 44, 48... |
| LARGE BOOKLET | 8.5" x 11"  | 8.75" x 11.25" | 8.25" x 10.75" | 40, 44, 48... |

\*Perfect Bound Booklets have a minimum of 40 pgs thru 64 pgs and must be built in increments of "4" pages. Perfect Bound Booklets with 64 (or more pages) "2" page increments may be added. We can also produce custom sizes (example: 6" x 9" or 7" x 8"), these will be priced as Large Booklets. Simply ADD 1/8" BLEED to your TRIM SIZE. Please call for assistance in setting TYPE FOR YOUR SPINE.

### Use Common Font Types

Please **Flatten** your document before sending the file for printing. When embedding all fonts, if you receive an "error message", please attach a folder with your *speciality fonts* when sending us your job!

### Use 600 dpi

300 dpi-minimum & 600 dpi-best.

### Set up Interior Pages as Sequential

(Do not set up spreads)  
 Pg 1 Outside Front Cover  
 Pg 2 Inside Front Cover  
 Pg 3 Opposite Inside Front Cover  
 Etc. Add additional pages  
 Last Pg Outside Back Cover

### Saddle Stitched or Perfect Bound Booklets

Will be bound on the longest side.  
 Small Bound at the 8.5" side  
 Large Bound at the 11" side

Just like your lazer printer, there is no commercial way to color print to the very edge of the paper! Short Run Printing needs to print in excess of what the final size will be (1/8") and trim off the excess: this is called the **BLEED AREA!** The samples below compare a Booklet that was set up with the addition of bleed and trimmed (left) and a Booklet without bleed, please see chart on the flip side for Large & Small Booklet measurements.

## FULL BLEED



Set up your **BLEED document: 8.75" x 11.25"**  
 This above is an 8.5" x 11" plus the addition of 1/8" on all 4 sides  
 All Artwork must fill the Bleed area entirely

## WITHOUT BLEED



If you choose to print **WITHOUT BLEED:**  
 All pages are 8.5" x 11" and All Artwork must remain within  
 the **Safety Zone** and not extend beyond this area.  
 (see Safety Zone measurements on flip side)



Short Run Printing prints the job on oversized paper and  
 the **BLEED area** is trimmed off yielding  
 a finished 8.5" x 11" document – printed from edge to edge!



Note Document prepared **WITHOUT BLEED**  
 All pages are 8.5" x 11" and do not get trimmed after printing.  
 By staying within the **SAFETY ZONE** (with all Art, Photos,  
 Backgrounds etc.) – you will achieve the above results.