



# MICROSOFT WORD

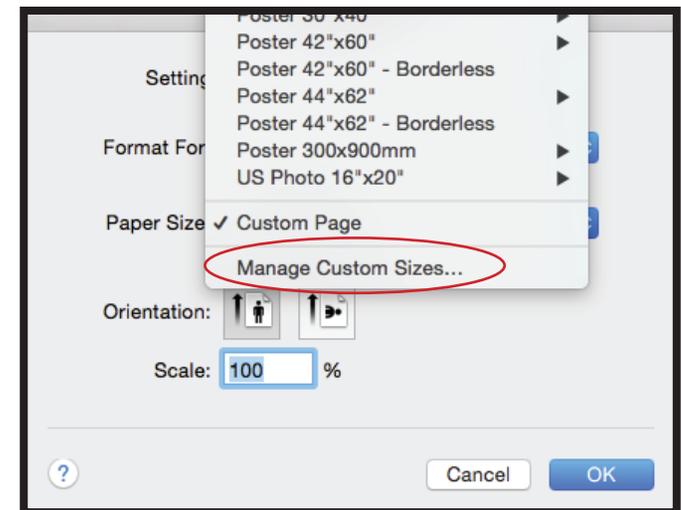
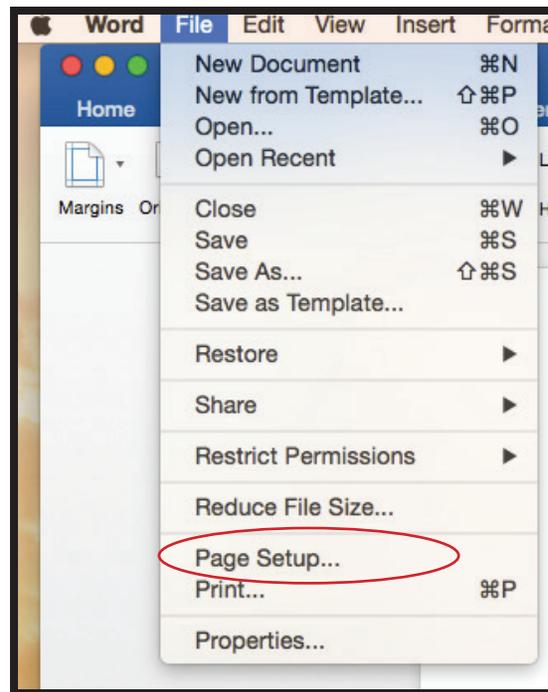
## What is a bleed?

If you want any image, colors, and/or design to reach the edge of the printed page (no white margin), the computer file you provide must be specifically designed to have a bleed. A bleed is basically colors or image stretched or “bleeding” outside of the cut line, so that the colors could be printed to the edge of the paper without showing white margins. If your final print piece has a white border, it does not need a bleed.

1. Open Microsoft Word. Begin a new document.

Microsoft Word does not have the ability to create a proper bleed, so you will have to set up a custom page size.

Go to File, Page Setup and select Manage Custom Sizes.

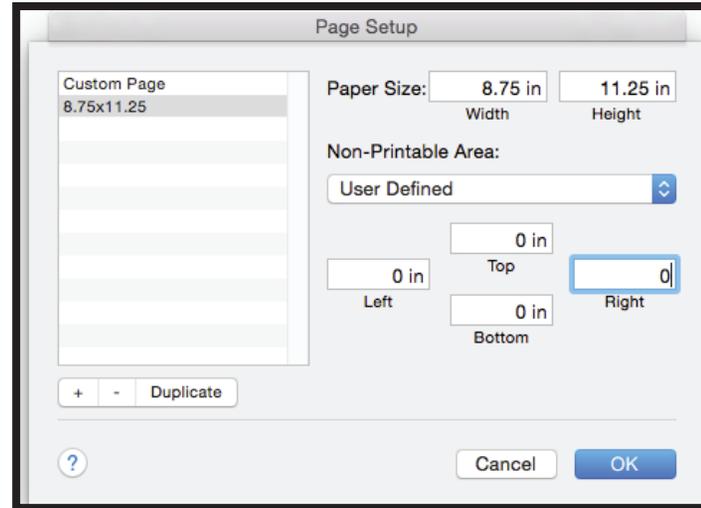




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2. Click the plus sign to create a new paper definition, and then enter sizes for width, height, and non-printable area.

Note: If your document needs to bleed, you will have to create a custom size to which you add 1/8 inch (.125) to every side of your desired finished size (i.e. a finished size of 8.5" x 11" with bleeds will need to be 8.75" x 11.25").

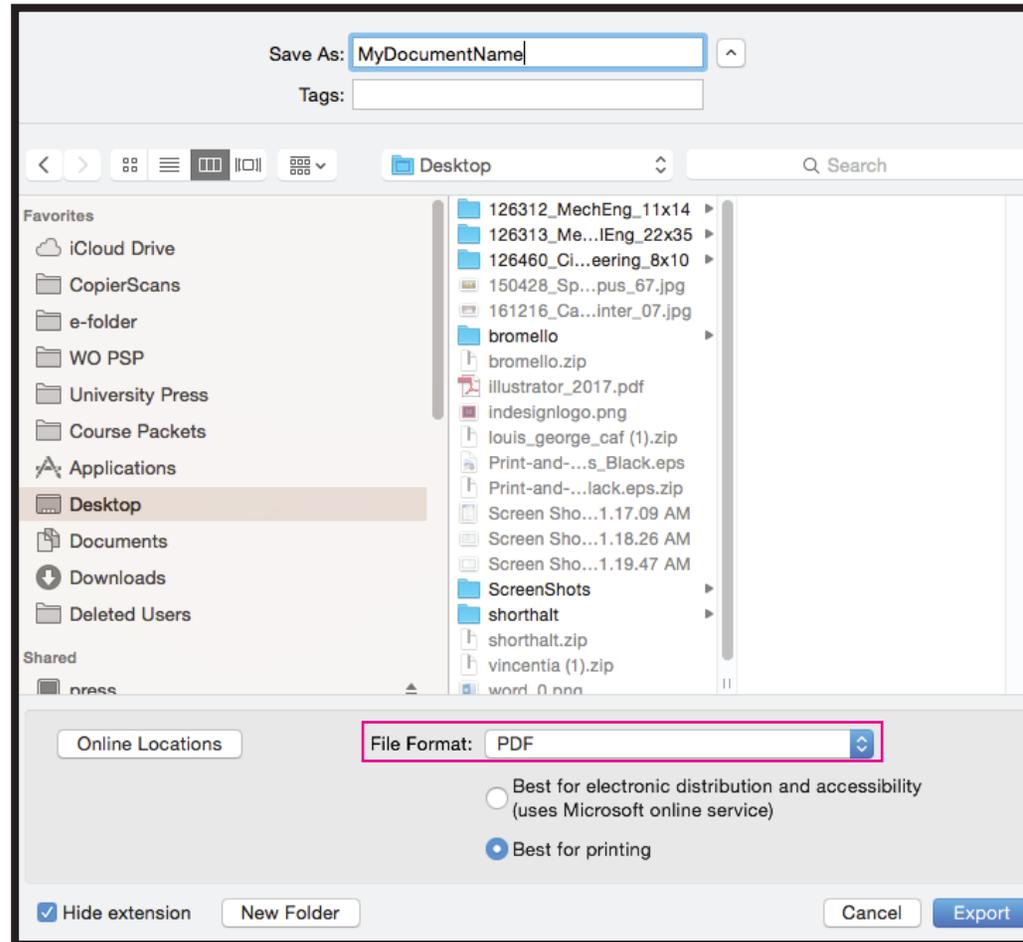




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3. Save your document as a Word file (.docx) for any future edits.

Then select File, Save As and select the file format as PDF. Click Export.





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4. Open your PDF file in Adobe Acrobat or Reader to proof your file.  
Check for some main points to a print ready file:

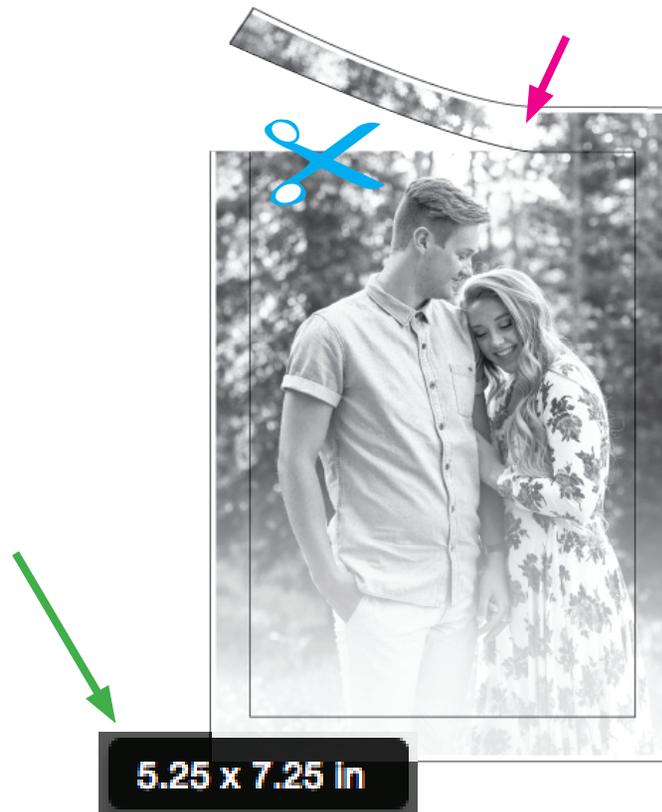
- **Bleeds**
- **File Size**

*The file size will appear when you move the cursor to into the bottom left-hand corner of screen while in Adobe Acrobat.*

This example shows:  
File size with a bleed is: 5.25 x 7.25 inches  
Finished & Cut size will be: 5 x 7 inches

NOTE: Printing documents with a bleed will require larger paper!

Size with bleed 5.25x7.25"



Finish size 5x7"

