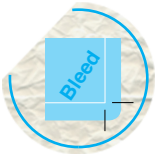


creating bleed
and crop
marks using
ms publisher 2010

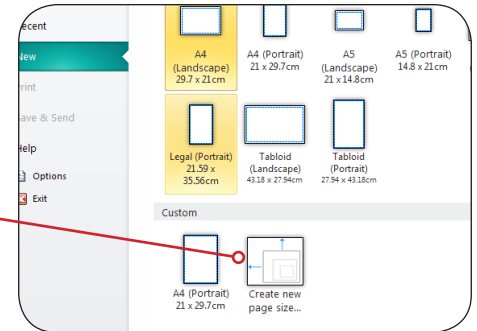


Creating and Exporting Bleed and Crops in MS Publisher 2010

MS Publisher 2010 creating the document

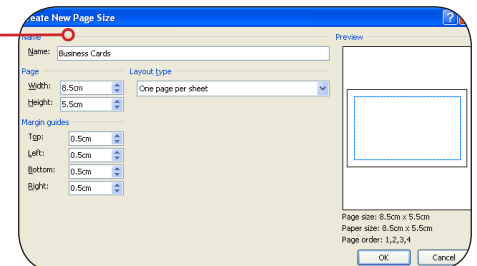
We will explain how to create a business card which has graphics which need to go to the edge of the card.

To create the page size for the business card select 'create new page size'.

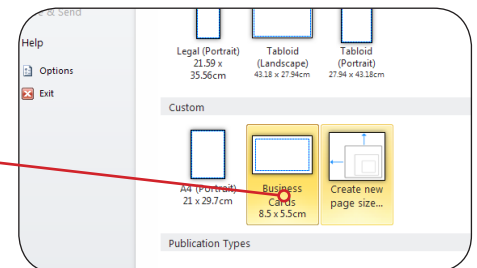


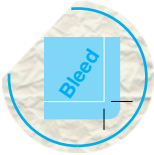
Then enter the title for the new page size of the business cards.

Enter the size of the business card, which is 8.5cm by 5.5cm with .5cm margins, before pressing OK.



This returns you to the previous page where you can now select the new page size of Business Cards.

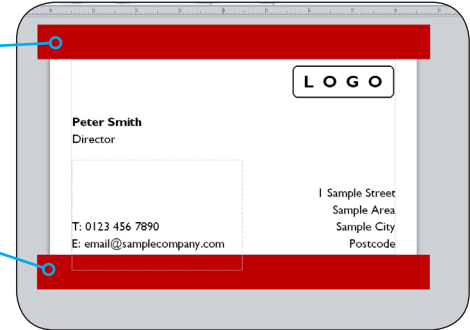




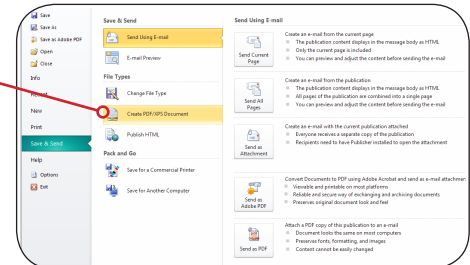
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Here you can see a bar at the top and bottom of the demonstration sample business card which is to print to the very edge of the sheet.

So to be able to do this the colour bar must run over the edge of the artwork by .3cm. Because the colour bars are to be .5cm on the top of the page the bars are created at .8cm by 9.1cm (the width of the card 8.5cm + .3cm for either side) placing the bars so .3cm is over the edge of the card.



Once happy with the design and it has been saved, go to 'FILE' in the menu and select 'SAVE AND SEND' choosing 'CREATE PDF/XPS DOCUMENT'



Then choose 'CREATE PDF/XPS DOCUMENT' from the next menu that appears.

