How to Add Bleed and Crop Marks to an InDesign File

1. Pull the background image out so it extends beyond the pasteboard edge by .125 inches on all sides.



2. Export your file to a PDF (File -> Export, Save)

3. Select Marks and Bleeds. Under "Marks" select Crop Marks. Under "Bleed and Slug", fill in Top, Bottom, Left, Right so that they all say .125 in.

	Export Adobe PI	DF
Adobe PDF Preset: Standard:	[High Quality Print] (modified) None ‡	Compatibility: Acrobat 5 (PDF 1.4) +
General Compression Marks and Bleeds Output Advanced Security Summary	Marks and Bleeds Marks All Printer's Marks Crop Marks Bleed Marks Registration Marks Color Bars Page Information	Type: Default ‡ Weight: 0.25 pt ‡ Offset: ₹0.0833 in
	Bleed and Slug Use Document Bleed Settings Bleed: Top: +0.125 in Bottom: +0.125 in Include Slug Area	Left: ÷0.125 in Right: ÷0.125 in
Save Preset		Cancel Export

4. Click Export.

5. Done! Your exported PDF will have crop marks and bleed.

