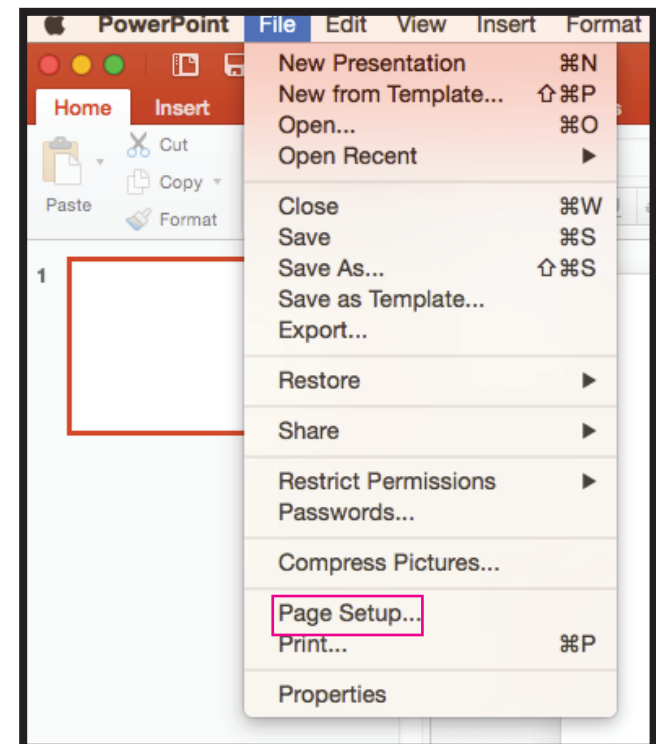# MICROSOFT POWERPOINT

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 Powerpoint. Begin a new blank presentation.

Microsoft Powerpoint does not have the ability to create a **bleed**, so you will have to set up a custom page size. Once presentation is opened go to File, Page Setup.

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").
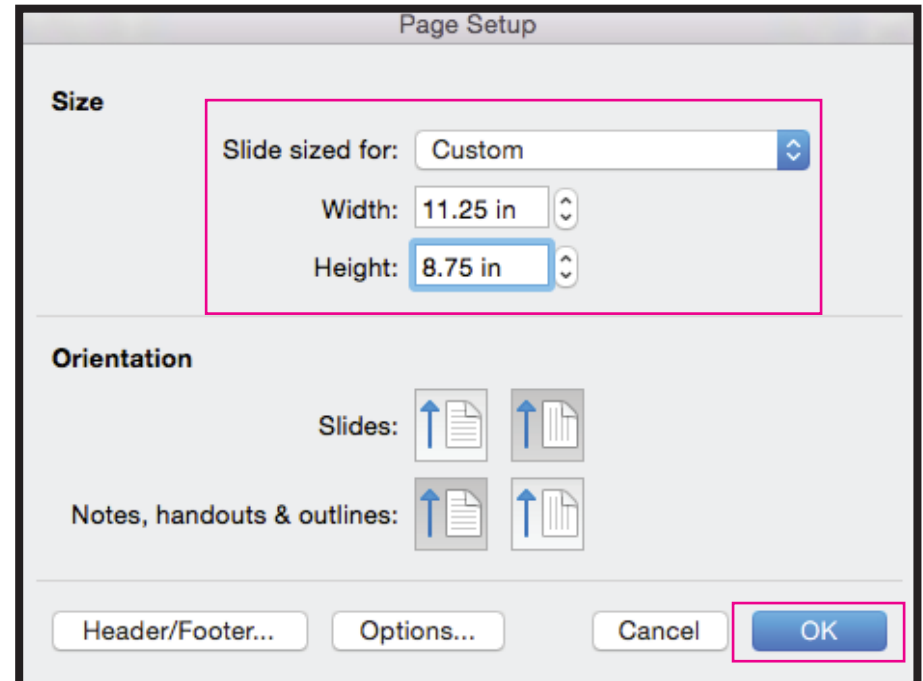
MICROSOFT POWERPOINT

2. Once in Page Setup:

In the width and height boxes, type in your document size in inches, including **bleed**.

The page size including bleed is the size you want, plus .25". For example: an 8.5"x11" page MUST be set up as 8.75"x11.25".

Select OK.

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3. There is no way to set a **bleed** or safety zone margins in Powerpoint- you will be eye-balling the measurement with the on-screen ruler.
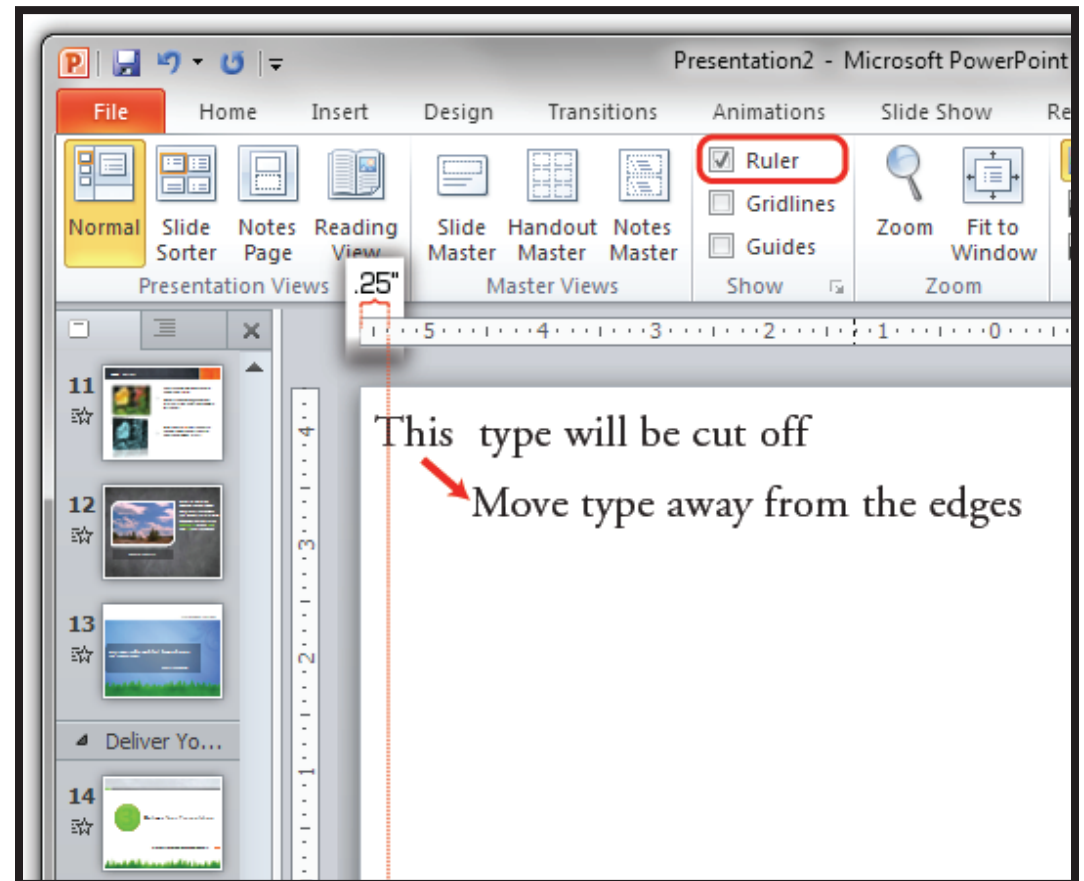
To show Rulers:
Click the View tab.
Check the Ruler box
The rulers will now be visible

You'll need to stay .25" away from the edges of each page with text and images that you don't want to be cut off. Every space on the ruler is .125, so .25 is two spaces on the ruler.

Note: there is no actual line or margin visible, the figure to the right is for illustration purposes.
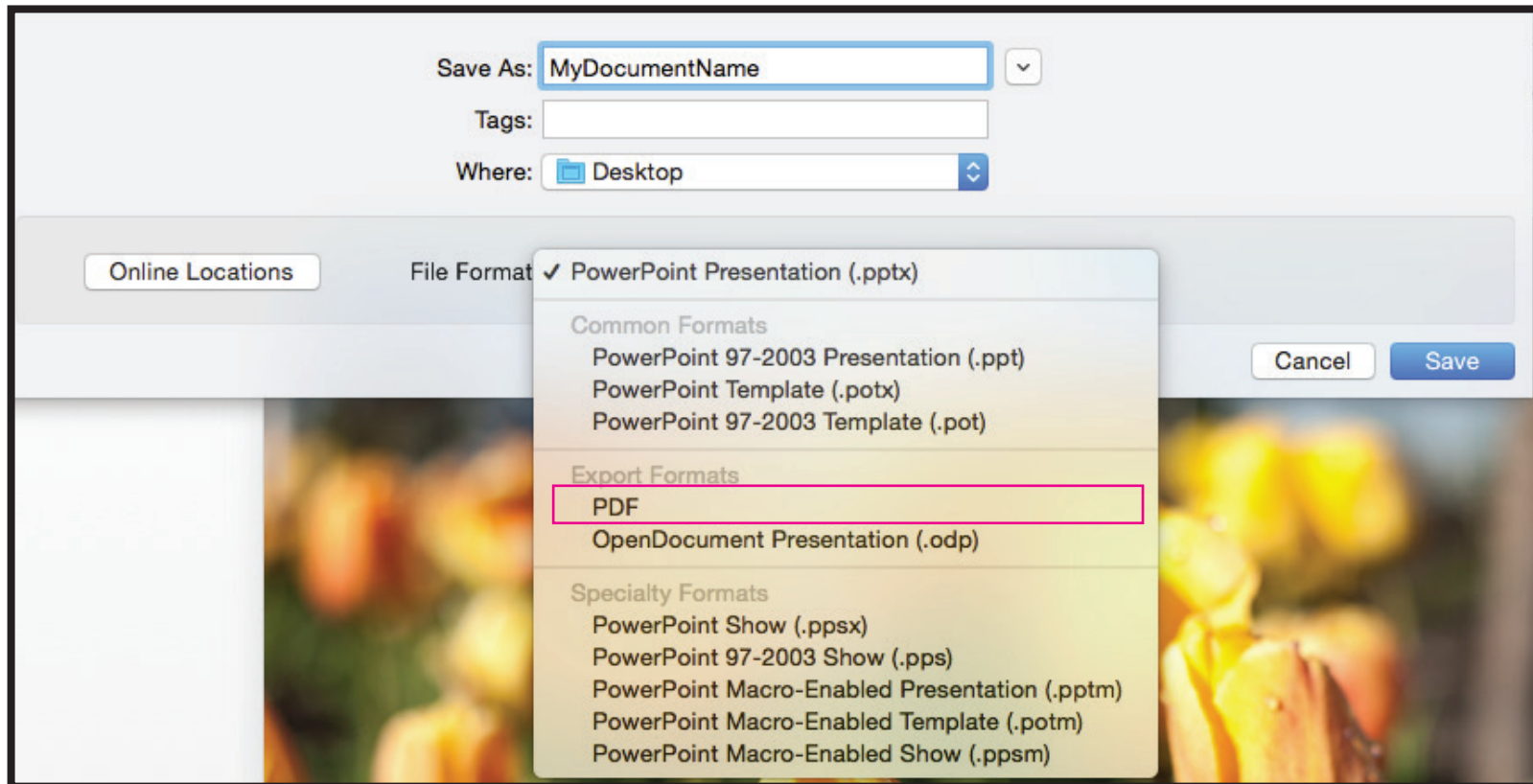
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4. Save your document as a Powerpoint file (.pptx) for any future edits.

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"

5.25 x 7.25 in