

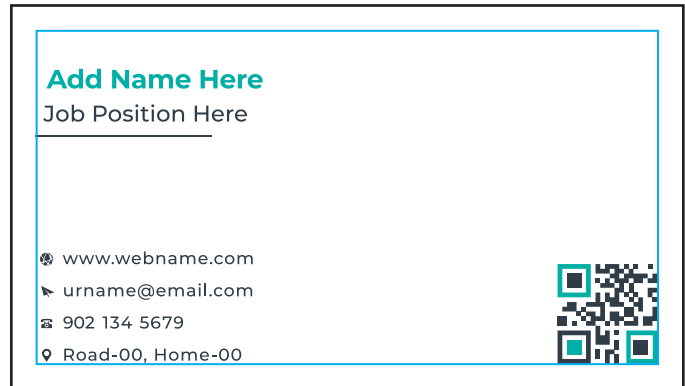
Adding Bleed and Safety

Bleed is space outside the file boundary needed if artwork (colours or images) go to the edge of the print. **Safety**, or, **Margins**, are invisible guides to help keep important information from potentially getting cut off.

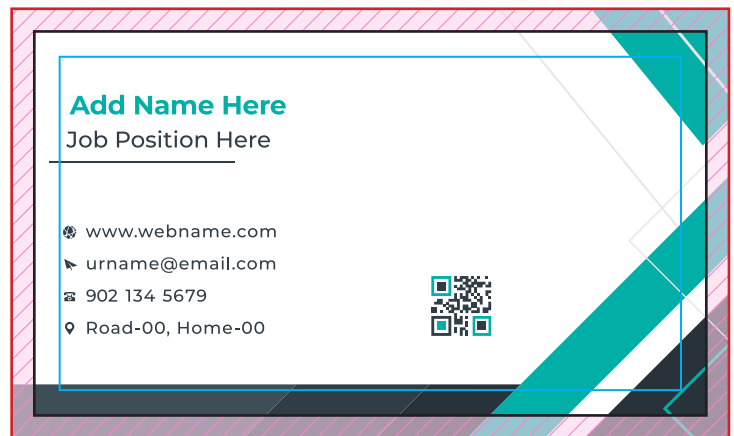
Adding bleed and margins

If using an Adobe application, you can choose margin and bleed size after clicking File>New in the dialogue box.

If using **Canva** click the file menu then hover over settings and make sure 'Show Margins' and 'Show Print Bleed' are checked.



The above file does not require bleed or crop marks because no artwork goes to the edge of the print



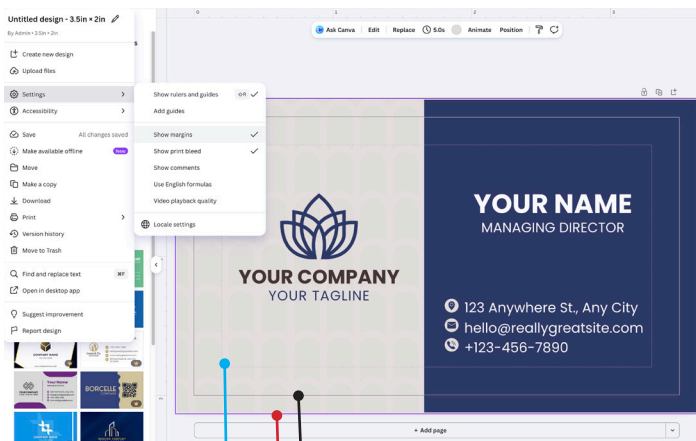
— Finished size

— Bleed (excess artwork that will be cut off)

— Safety (non-printing inner guides to prevent information getting cut off)



Margins, safety or guides must always be 'non printing'. It is not a good idea to draw lines or shapes to use as guides.



Canva screen showing bleed and margin

— Finished size

— Bleed

— Safety or margin (dashed line)