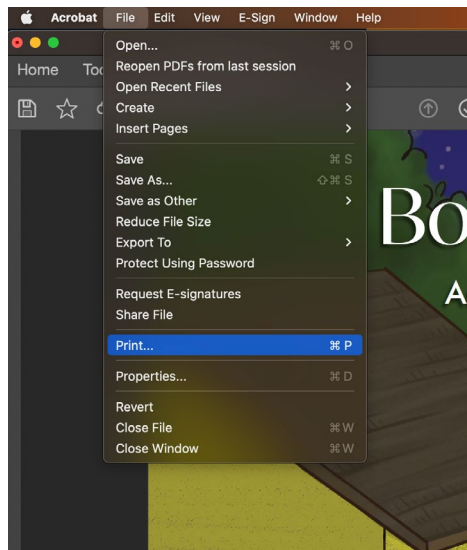


Instructions to Provide to a Professional Printer

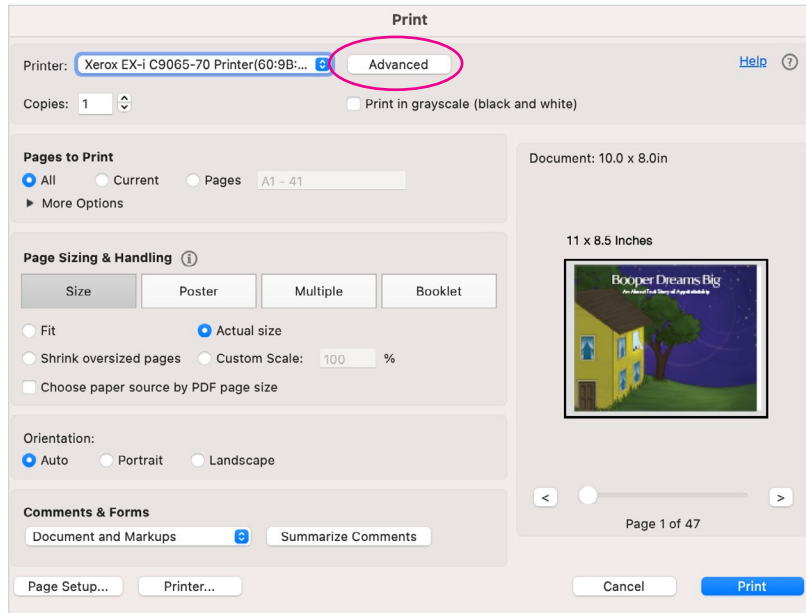
If you are having “Booper Dreams Big” professionally printed, this is how the printer will set up the file with a bleed and crop marks in order to maintain the bleed you see in your electronic pdf. A *bleed* is a term that refers to printing that extends off the edge(s) of a printed piece to facilitate cutting and binding the pages into a book.

If you are the printer, please follow the instructions to create crop marks and bleeds from the electronic pdf.

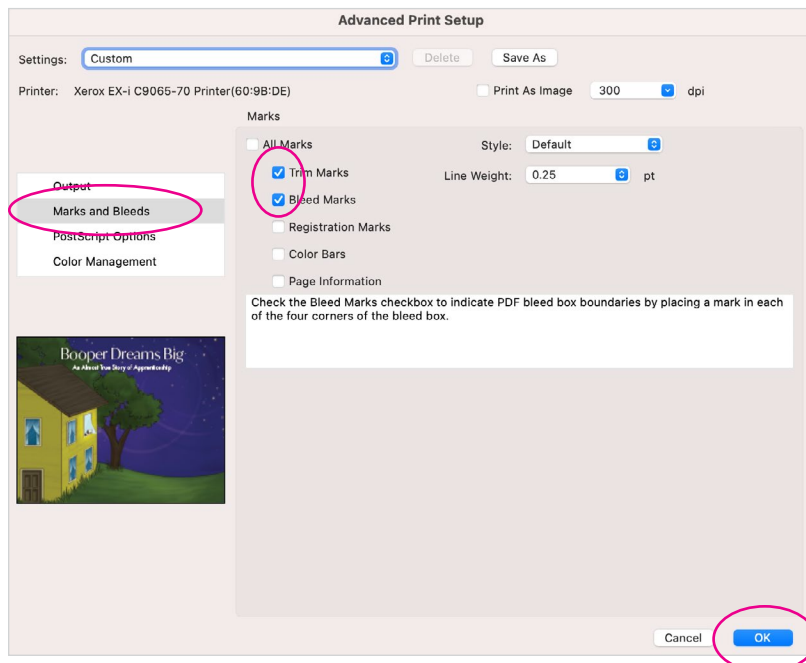
1. In the top left corner, select FILE then PRINT



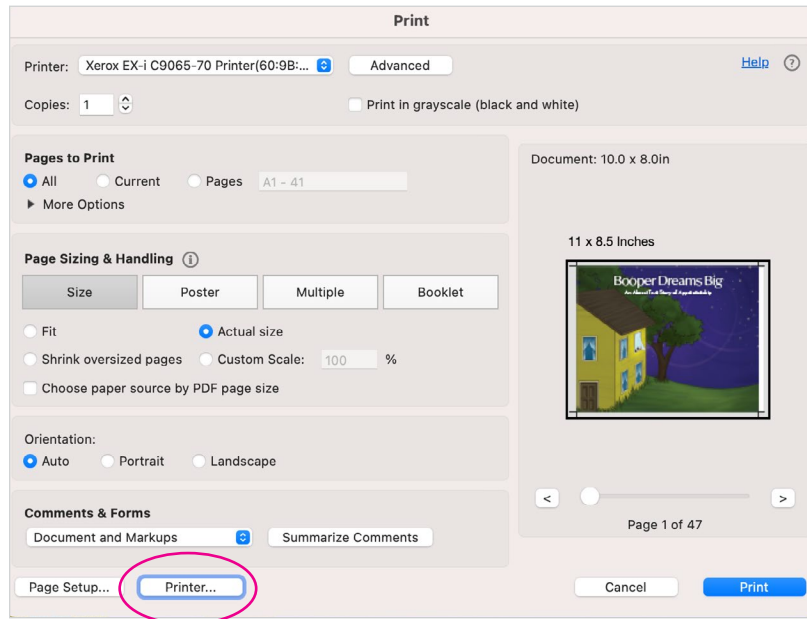
2. Select ADVANCED



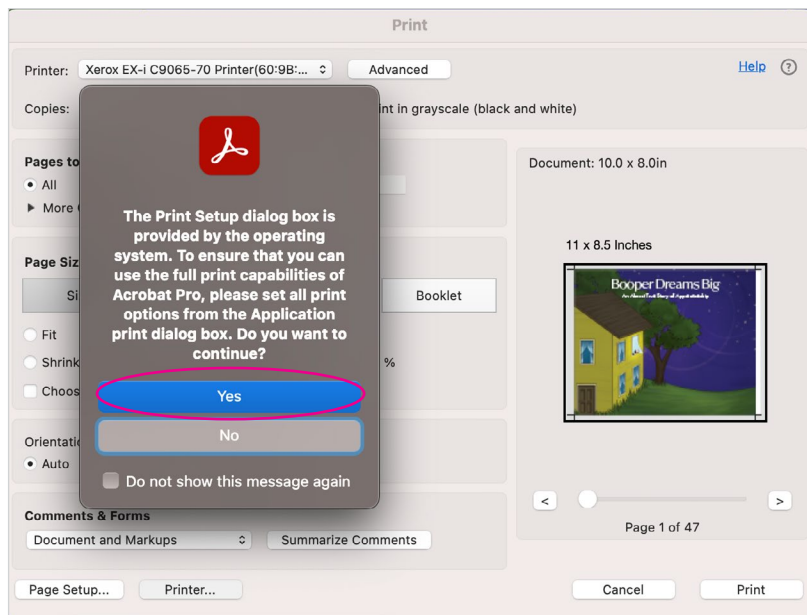
3. In the MARKS AND BLEEDS section, check TRIM MARKS and BLEED MARKS Select OK at the bottom of the screen



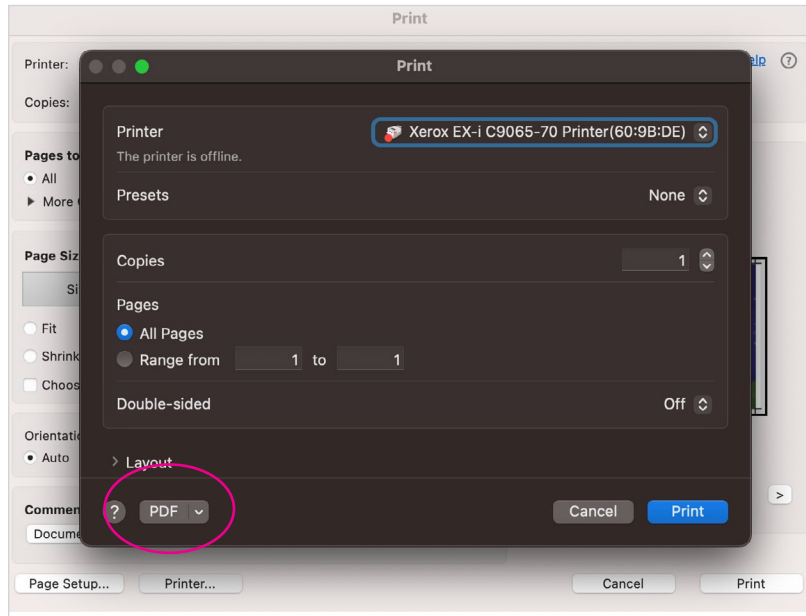
4. Click the PRINTER on the bottom



5. Select YES



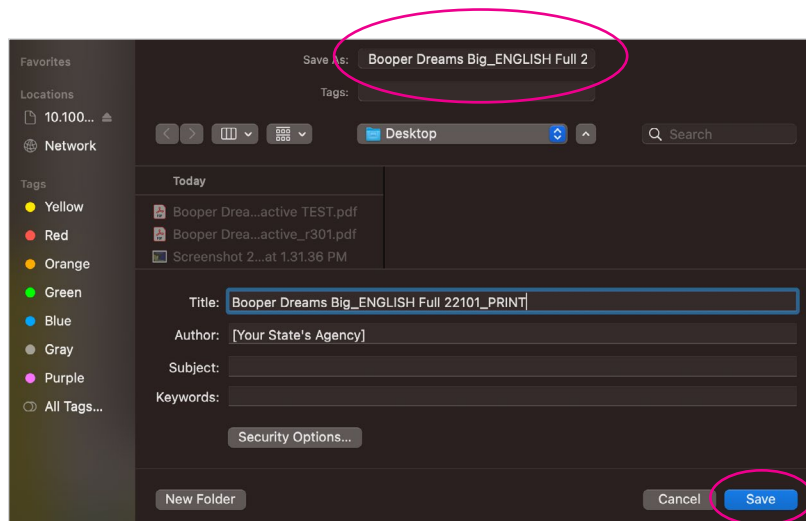
6. Select PDF



7. Choose where to save the print-ready version of the file on your computer. Rename the file in the box that says SAVE AS so the file is not confused with the digital version. I recommend adding the extension "PRINT" to the end of your file name.

Below, the title can stay the same as the file name. Change the author to the state's agency (ex: Idaho Department of Labor).

Select SAVE



8. The PDF should now be ready to print and trim.