

**Unlike InDesign and Quark,
Publisher will not allow you to
extend elements beyond the trim
edge to create a bleed.**

**If you plan to have photos or backgrounds
or any other type of bleed, you will
need to set up your Publisher document
to be larger than the finished trim size
because it will have to include the bleed.**

(Note: InDesign & Quark documents should never be set up this way.)

**Your finished trim size is
8.375 x 10.875.**

**Bleeds must extend at least .125 inches
past the trim edge on
each side of the document.**

**This means your Publisher document
will have to be built at
8.625 x 11.125.**

**Anything that bleeds will need to go all the way to
the edge of your document.**

**Any text must be kept at least .25 inches
inside of the final trim size.**

**Normally, this would mean keeping your copy
.25 inches from the edge of your document.
However, your document has been made larger
to actually include the bleeds.**

**This means all your copy needs to be kept
.375 inches away from each edge.
(.25 inches for margin plus .125 inches for bleed
on each side.) Indicated by the pink box.**

**If you do not plan to have anything bleed, build your
Publisher file at 8.375 x 10.875 and keep all your copy
and images away from the edge by .25 inches.**