



BALL STATE UNIVERSITY

Printing Services

WHAT ARE BLEEDS?

How to Set Up Bleeds for a 9x6 Postcard

In printing, bleeds are areas where your design extends beyond the final trim size. This prevents white edges from appearing if the paper shifts slightly during cutting. Adding bleeds ensures your final product looks clean and professional, with no gaps around the edges.

1. Create Your Document

- Open your design software (Adobe InDesign, Illustrator, or Photoshop), and set the document size to 9 x 6 inches.

2. Add Bleed

- When creating the document, set the bleed to 0.125 inches (1/8 inch) on all sides.
- Your full design area will now be 9.25 x 6.25 inches, including the bleed. See **red** line at right.

3. Design Layout

- Keep all important content like text and key images at least .125" inside the 9 x 6 inch area. See **purple** line at right.
- Any backgrounds or images that should go to the edge of the postcard must extend into the bleed area.

4. Use Guides (Optional)

- Some programs let you add guides.
- Set up guidelines at 1/8 inch from each edge to visually mark the bleed area.

5. Exporting Your File

- When exporting your design, make sure the 0.125" bleed area is included.
- If you're unsure about your settings or file format, contact us for help.



Example Card Specs

- Final Trim Size: 9 x 6 inches
- Bleed: 0.125 inches on all sides
- Design Tip: In the example, the red box with the Ball State logo and all photos extend 0.125" past the black trim line to reach the red bleed line. This ensures they print correctly with no white gaps around the edges in the final trimmed piece.

Contact Us

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