



How to Make a PDF with MICROSOFT PUBLISHER

Bleed Requirements

Please make sure that your document contains a bleed. Bleeds of 1/8" (0.125) are required on anything small like business cards, flyers, brochures, sell sheets, newsletters, or booklets. For larger items, such as signs, posters, tradeshow graphics, and the like, 1/4" (0.25) bleeds are needed. Once you determine which type of product you are printing, make sure you account for the correct bleed when setting up your file.

To save the file as a PDF:

- Choose File
- Choose Export
- Select Create PDF/XPS Document
- In the Publish as PDF or XPS window > save as type
- Choose PDF (*.pdf)
- Next click options > choose high quality printing
- Check "Bitmap text when fonts may not be embedded" (for safety)
- Optional: Check "Include document properties"
- Optional: Set page range if you don't want to export all pages
- Increase the margin under "Options" to match your bleed (usually 0.125" or 3mm)
- If your printer requires crop marks, add those via Adobe Acrobat or your print service after exporting
- Choose your location and filename
- Click Publish

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How to Make a Bleed with Publisher

- Open a New Document
 - Choose your desired page size (e.g., 8.5" x 11").
- Go to:
 - Page Design > Page Setup > Custom Size
- Add Bleed Margins Manually
 - Increase your page size by 0.125" (1/8") on each side.
 - Example: For a document with a final trim size of 8.5" x 11", set your page size to 8.75" x 11.25".

Please Double Check

- That your bleeds are 1/8" (0.125) or 1/4" (0.25) depending on the size of your prints.
- That you have selected use document bleed settings when exporting.
- Keep important text and logos at least 0.25" away from the edge of the final trim size to avoid accidental cutting.
- Make sure all backgrounds, shapes, and images that are meant to go to the edge are extended past the trim line into the extra bleed area (the extra 0.125").
- Make sure all images are high resolution (300 DPI is recommended)
- Check colors are safe for print!



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Best Practices for Color Accuracy in Publisher

- Stick to CMYK safe colors (avoid neon or overly bright RGB colors.)
- Avoid transparency or effects that might not convert well.

Convert Colors to CMYK After Export (optional)

If your printer requires CMYK here's how.

Option A: Convert PDF in Adobe Acrobat Pro

- Export your Publisher Files as a high quality PDF
- Open it in Adobe Acrobat Pro
- Go to Print Production > Convert colors
- Convert to CMYK color space

Option B: Let FSI know if needs to be converted

- We have the software that can auto-convert to CMYK safely for you to view before printing.

Do You Need to Embed Images?

Publisher automatically embeds images in the file — unless you link them manually.

To Check:

- Go to Tools > Graphics Manager
- It will show whether images are linked or embedded
- You can embed linked images here if needed



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Do you need to embed fonts?

No not necessarily, but if you are using uncommon fonts it's best to embed fonts to avoid font substitution.

When exporting for print, How to Embed Fonts:

- Go to File > Options > Save
- Under Preserve fidelity when sharing this publication:
 - Check “Embed TrueType fonts”
 - Optional: Check “Embed all characters” (for editing on another computer)

Need to add crop/trim marks ?

Let FSI know, as Microsoft Publisher doesn't have an option for this.