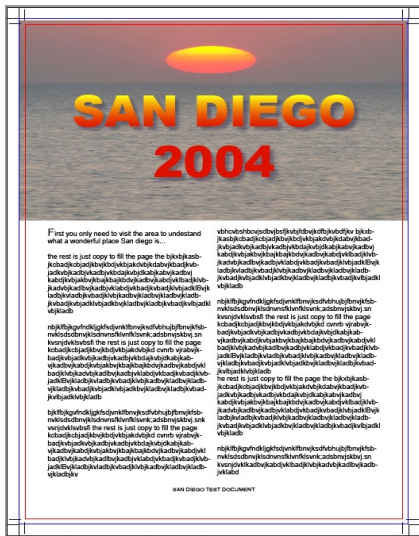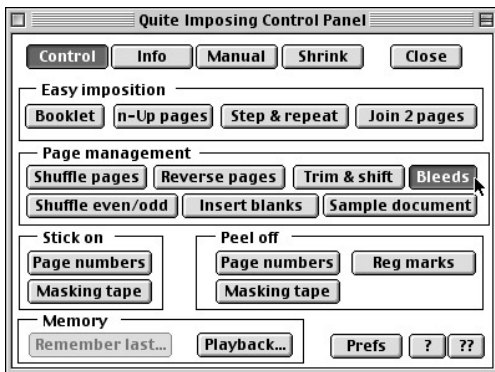# DEFINE BLEEDS...

1) First you need to create a document with your Bleed included. This can be done from various applications such as Illustrator®, Quark®, InDesign® and others. Once completed, and saved as a PDF we can now open it in Acrobat.
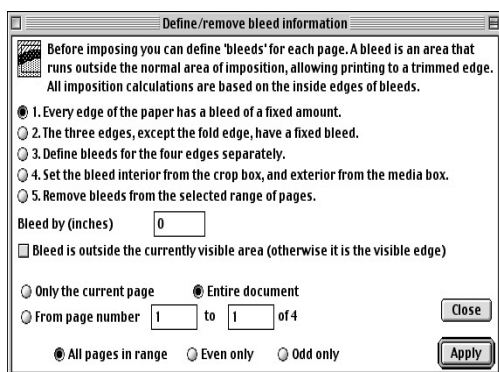
   Note: Remember to allow enough space around your document. If not, when you create your PDF it will not be the correct size w/marks.

2) Open your PDF Document
   In this Example I have a 32 page, A4 (210mm x 297mm), with bleed (bleed marks) and Crop Marks.

   Note: Some Printer's and Service Bureaus receive files in with Bleed already included in the documents. We understand this, and with these steps you can easily impose them and keep this valuable Bleed information and marks if needed.

3) To access Quite Imposing Plus, simply select ▸ **Plug-Ins** and then ▸ **Quite Imposing Plus** from Acrobat's Menu bar.
   Alternately, seleting ▸ **Plug-Ins** from the Menu bar then ▸ **Quite Imposing Plus** ▸ **Imposition control panel** as shown here.

4) Click **Bleeds** button or **Define Bleeds...** from the pulldown.
   A dialog box will appear.

   Note: You can create a booklet with bleed, but it requires more steps then a regular (Create booklet...) as it is kept "very simple" and does not read bleed information.

DEFINE BLEEDS...
Continued

5) In this Example you can see the bleed area defined by the black highlight. If it is correct, then simply Click the Close button and continue if it is not correct or need adjusting or even taken out these functions can all be done here.

Note: If the pages are already exported from InDesign or Quark, the bleed is most likely already set within the document. In this case, choosing Define Bleeds... will highlight the bleed area.
Quite Imposing Plus uses the Trim box (bleed interior) for the page size.

6) Select **Shuffle pages for imposing...**
Click **Advanced...** button and select
2. Saddle Stitched.
Group size: 4
Rules: 4 1 2 3
Note: This indicates the page order for a 4 page booklet. Quite Imposing Plus now knows how to repeat this signature to any size booklet.

7) Select **n-up pages...**
• Remove unused space at the edges of each sheet
• No, place all pages full size (100%)
Click **Next>>** button

8) You'll have to add margins. A margin of .0625 should be suitable. (You can add crop marks if required).
On the next dialog choose output size (click more choices if your size is not already defined) choose 2 columns   rows 1
Click **Finished** button

This should give you a booklet with bleed included.

Final Note: If you need any help on setting up your particular signature. Please review our on-line help manual or contact us at help@quite.com
We will be happy to assist you.

– Quite Software Technical Support Team
www.quite.com