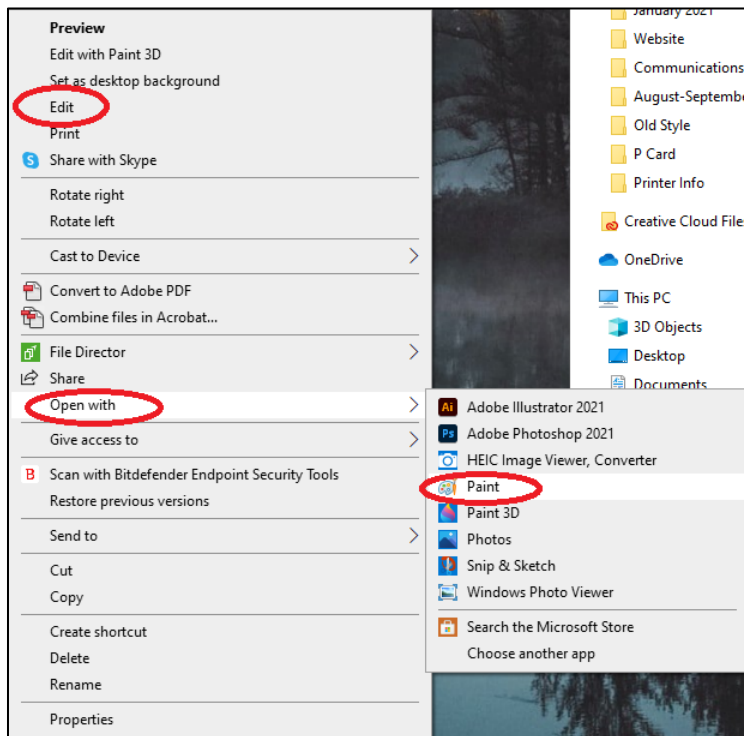


How to Add Trim/Cutter Mark Lines to Posters

Because the poster printer at Loveland Public Library prints on a wide canvas (44inches), posters must be cut. There is a poster cutter in the Makerspace lab for public use on Photolustre paper. **Canvas must be trimmed by hand and cannot be trimmed in the cutter.** Trim marks or cutter marks can be added to posters with a white background to aid in cutting and ensure posters are trimmed to the right dimensions. Below are some possible ways to add the marks to your files.

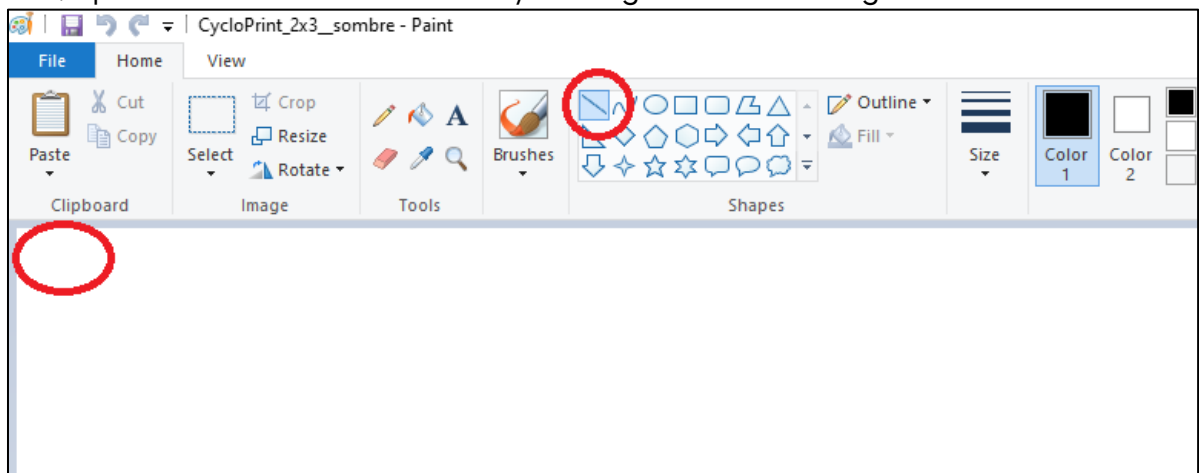
SIMPLE: Add in MS Paint for JPG or PNG

1. Open your file in MS Paint (*not* Paint 3D ; it will resize the poster). Either open MS Paint on a Windows computer, or right click on your file and select “Edit”. If MS Paint doesn’t show, select “Open With...” and choose Paint from the list of available applications.

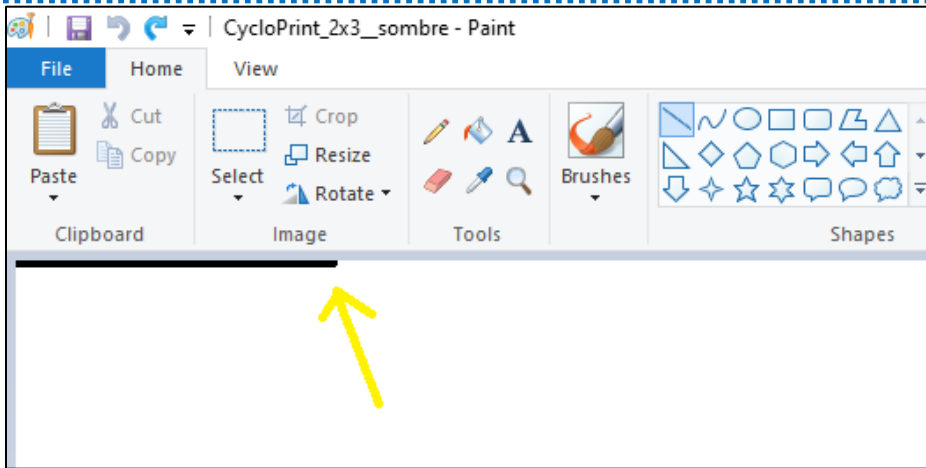


a.

2. In Paint, choose the line tool. Click in the corner of your image and drag to create a small, horizontal, 1 pixel line. Hold down shift as you drag to make a straight line.

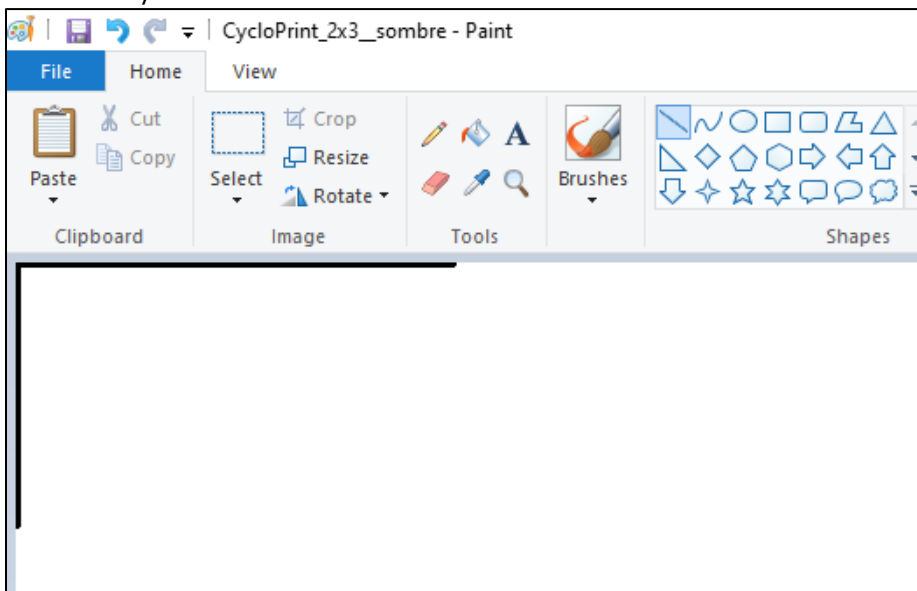


a.



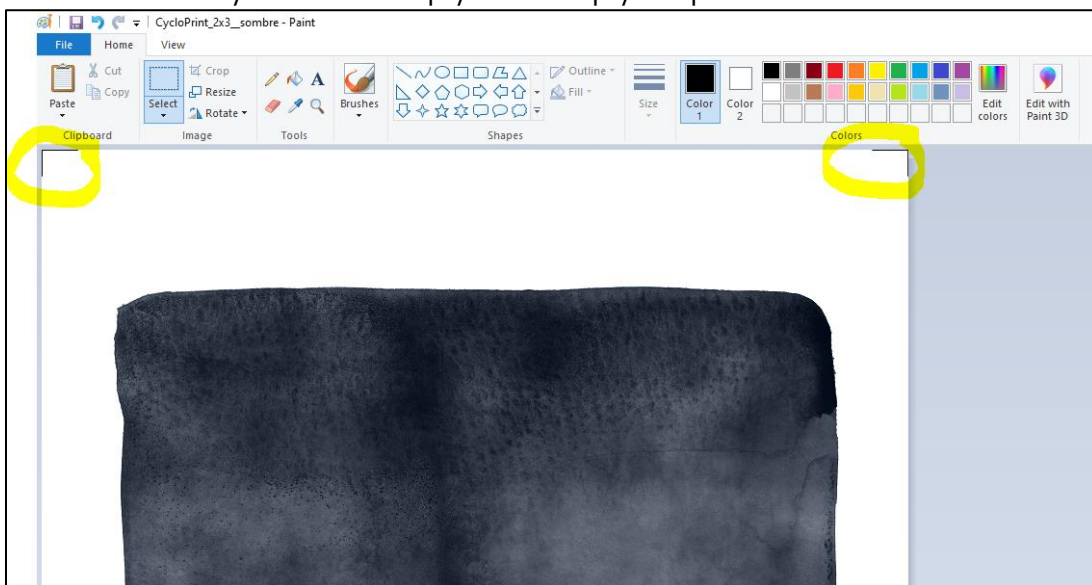
b.

3. Repeat vertically.



a.

4. Repeat on all four corners. The line will print on the printer, but will be so small that when it trims it will be cut away. This will help you line up your poster on the cutter.

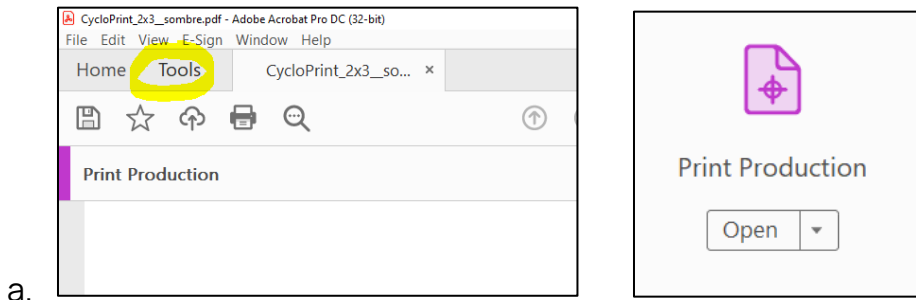


a.

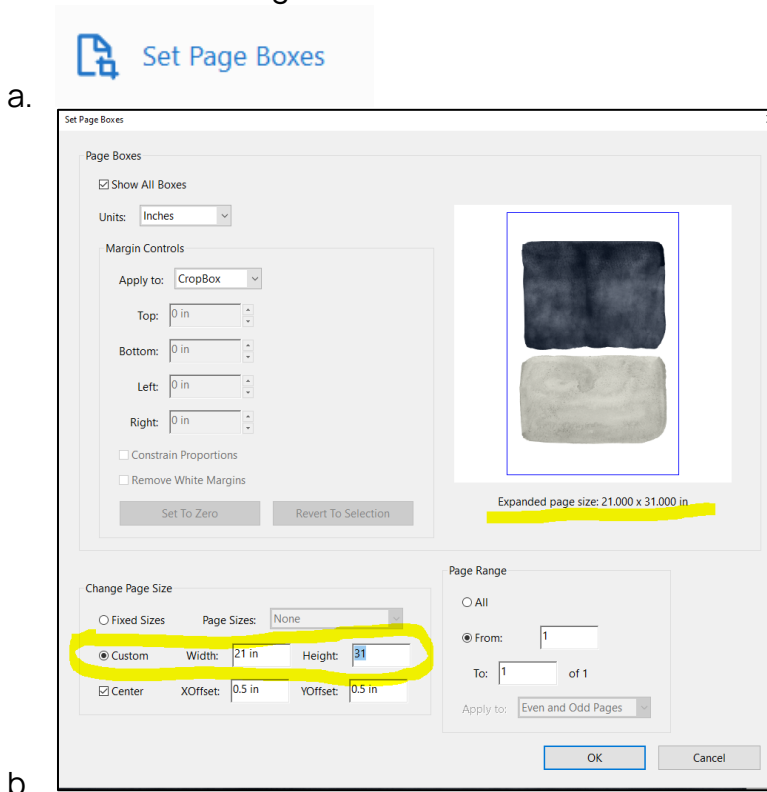
5. Save your JPG or PNG file. It may be helpful to rename it (File > Save As...) so you do not alter your original.
 - a. Note: You can do this in just about any other simple image editing program other than Paint, such as the Photos app on Mac.

INTERMEDIATE, BUT EASY: Add in Adobe Acrobat Pro (Available in Makerspace)

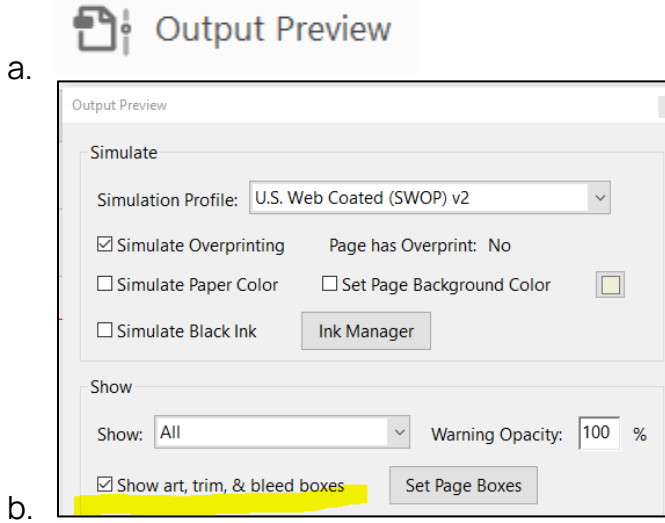
1. Start with a copy; it is best not to alter your original. (The easiest way to make a copy on a Windows PC is select your file, press CTRL + C to copy and then CTRL + V to paste ; on a Mac select your file, press CMD + C to copy and CMD + V to paste.)
2. Open your file in Adobe Acrobat Pro / DC. (You may have to right click > Open With... > choose Adobe Acrobat Pro / DC from the list. NOT Adobe Reader)
- a. This process will not work in Acrobat Reader because Adobe Reader does not edit files, only reads them. Acrobat Pro is available in the Makerspace.
3. Select "Tools", then "Print Production".



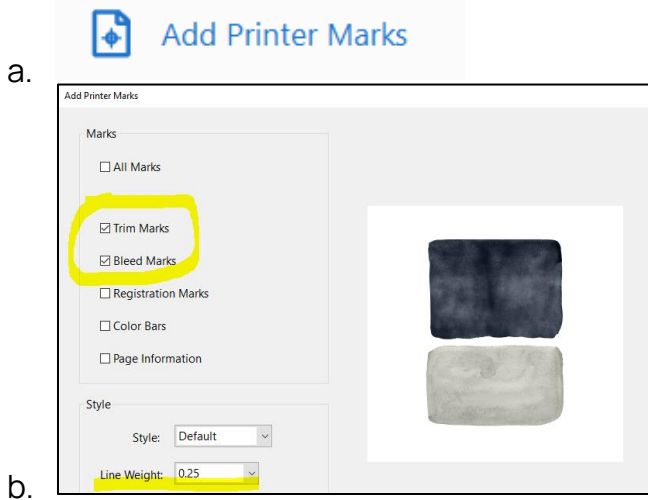
4. Select "Set Pages Boxes", then under "Custom" increase the size of your poster by 1 inch on width and height. In the example below, the poster was altered from 20 to 21 inches wide and 30 to 31 inches high.



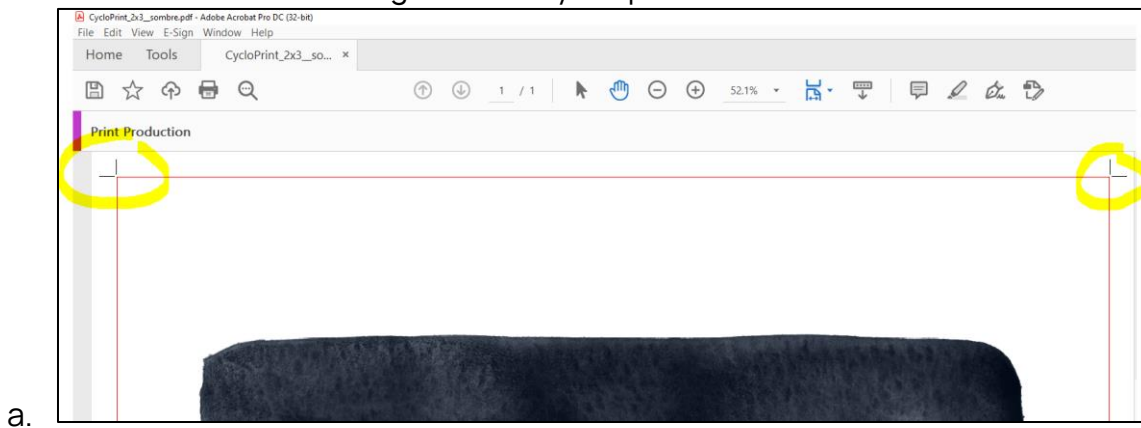
5. Select “Output Preview”, then check “Show art, trim, & bleed boxes”



6. Click “Add Printer Marks”. Check “Trim Marks” and “Bleed Marks”. If you are worried the line will be too thin, you can change the line weight of your trim marks to greater than 0.25px.



7. You will now see tick or cutting marks on your poster.



8. Save your file. The marks will be saved to your poster.

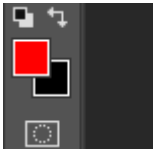
INTERMEDIATE, BUT EASY: Add in Photoshop for JPG or PNG (Available in Makerspace)

1. There are many ways to do this in Photoshop, but for beginners this is one of the easiest ways to create cut marks without knowing much about the software.
2. Start with a copy; it is best not to alter your original. (The easiest way to make a copy on a Windows PC is select your file, press CTRL + C to copy and then CTRL + V to paste ; on a Mac select your file, press CMD + C to copy and CMD + V to paste.)
3. Open your file in Photoshop. Photoshop is available in the Makerspace.
4. Select the rectangle tool.



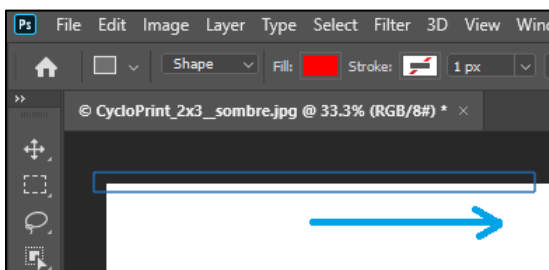
a.

5. Click in the color swatch option and change your color to whatever color you prefer your trim/cut marks to be. Black or grey is usually best, but you can choose any color. For this example, red was chosen.

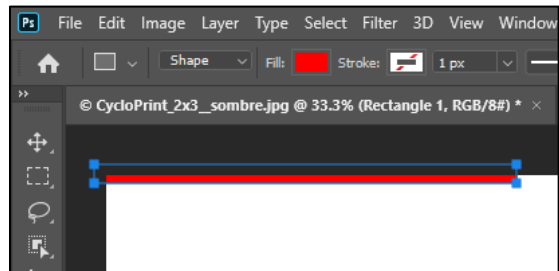


a.

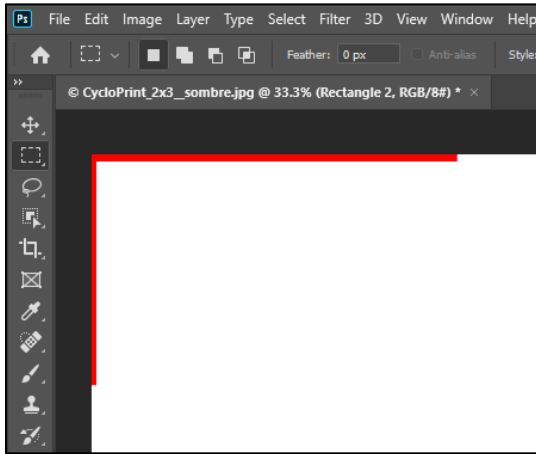
6. Click in the corner of your image and drag a very thin horizontal rectangle. Note: you can zoom in to your picture by typing CTRL + + (CMD ++ on Mac).



a.

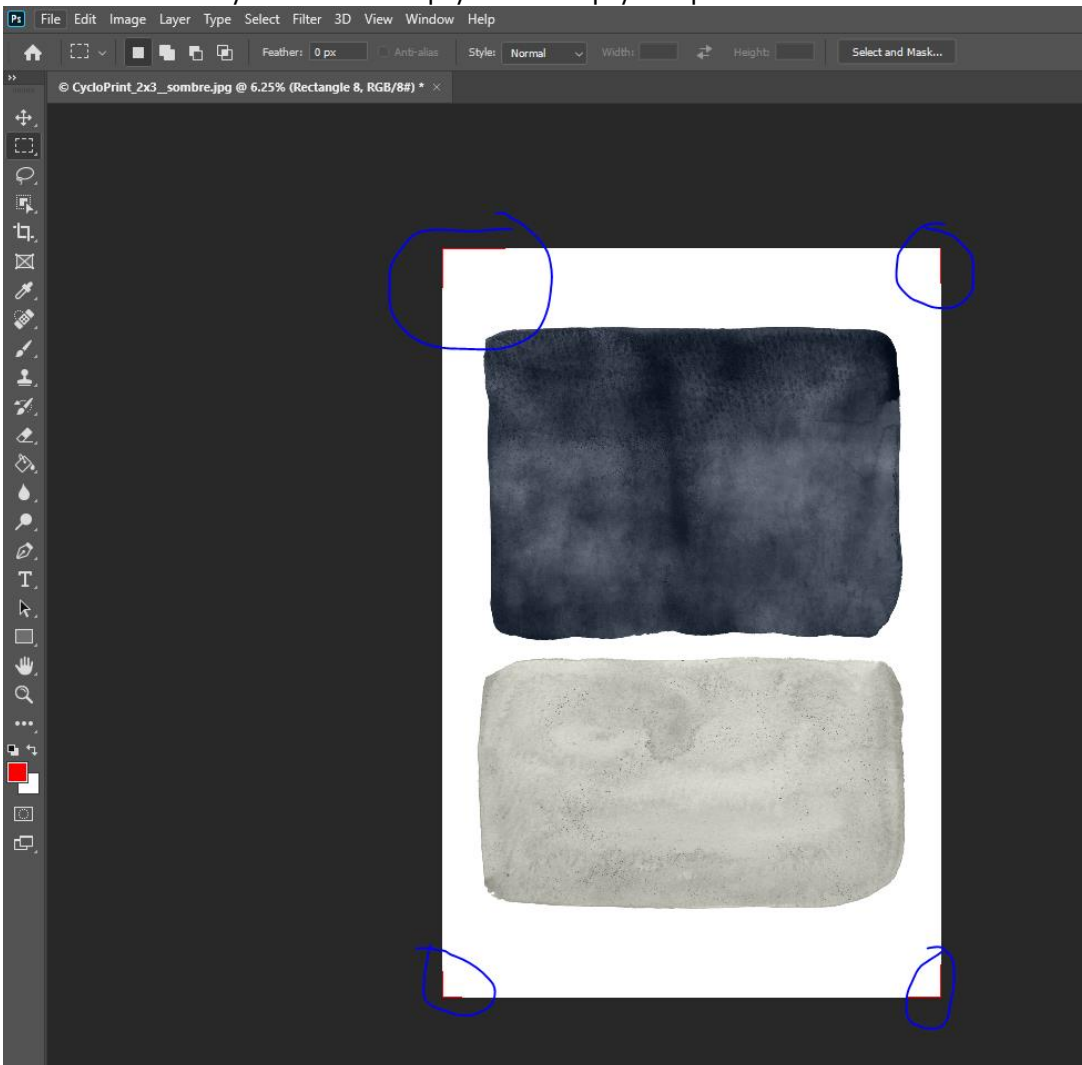


7. Repeat and draw a vertical line.



a.

8. Repeat on all four corners. The line will print on the printer, but will be so small that when it trims it will be cut away. This will help you line up your poster on the cutter.



a.

9. Save your file. The marks will be saved to your poster.