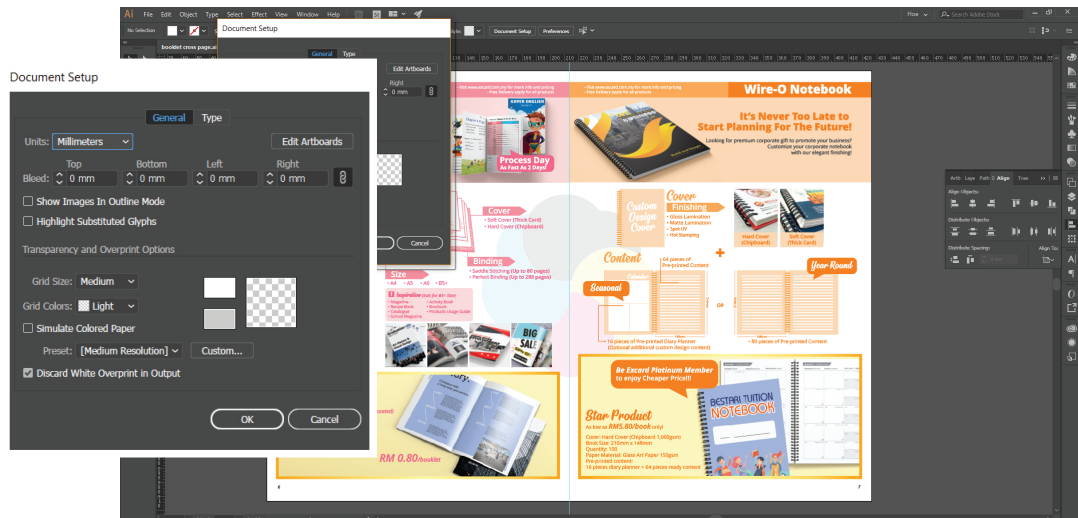
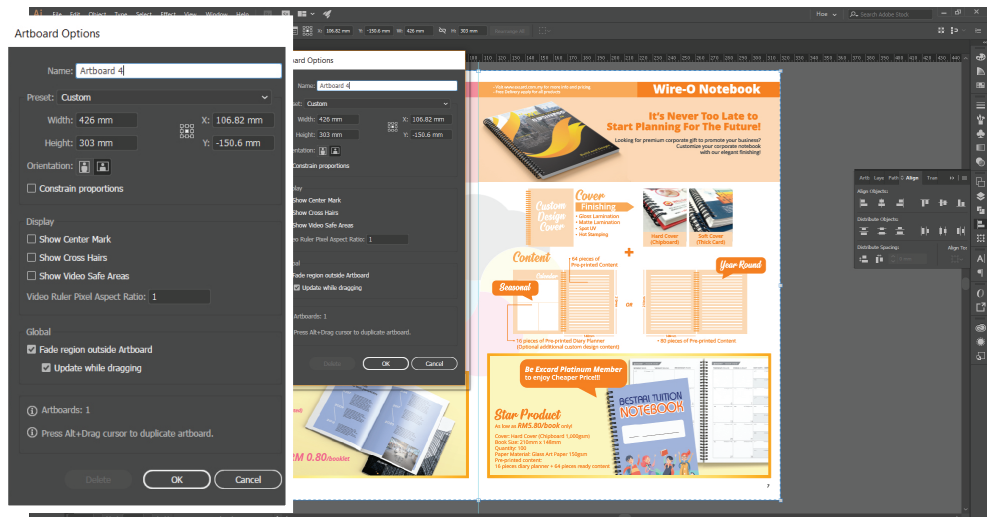


Step 1 : Go to File > Document Setup > Edit Artboard

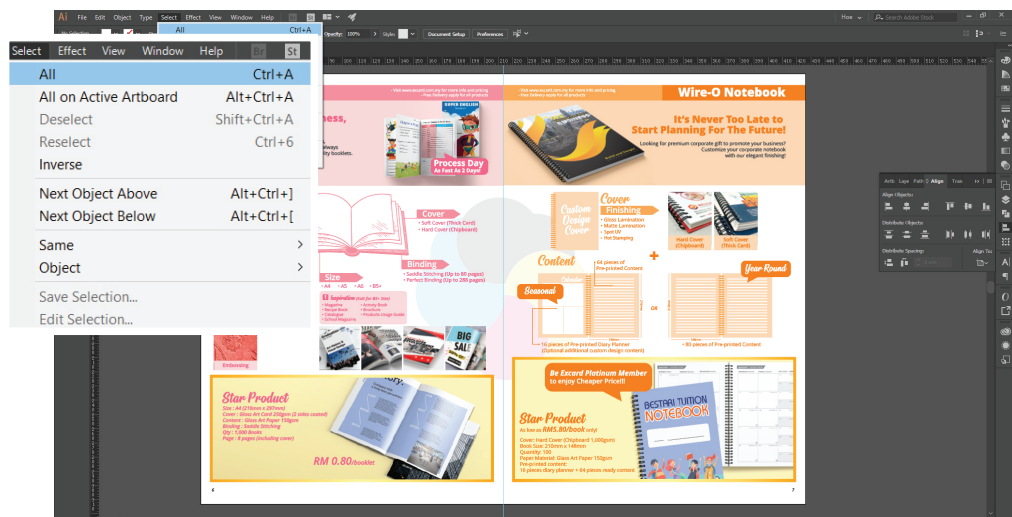
(Example: A4 size)



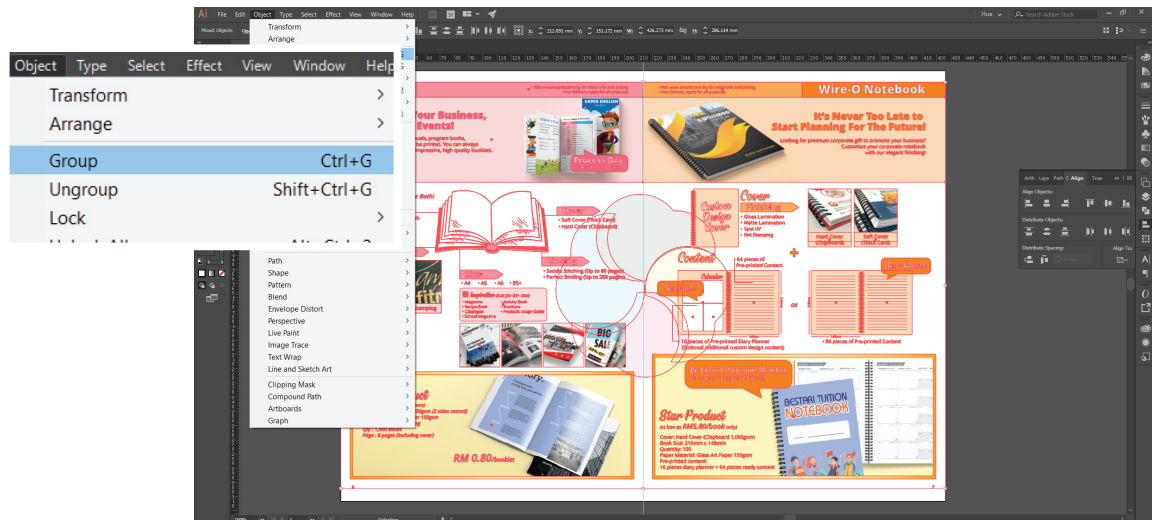
Step 2 : Change the Width: $420\text{mm}+6\text{mm}=426\text{mm}$; Height: $297\text{mm}+6\text{mm}=303\text{mm}$



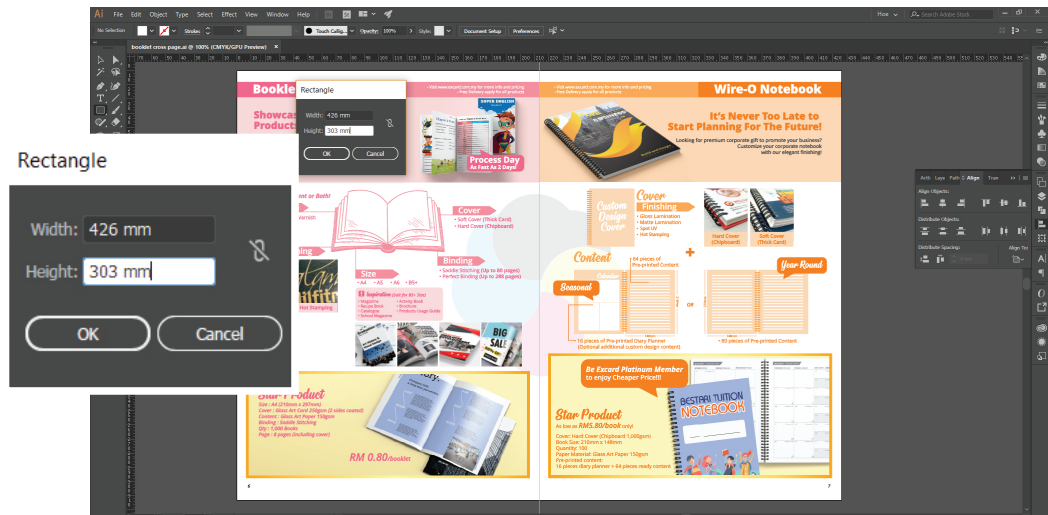
Step 3 : Go to Select > All



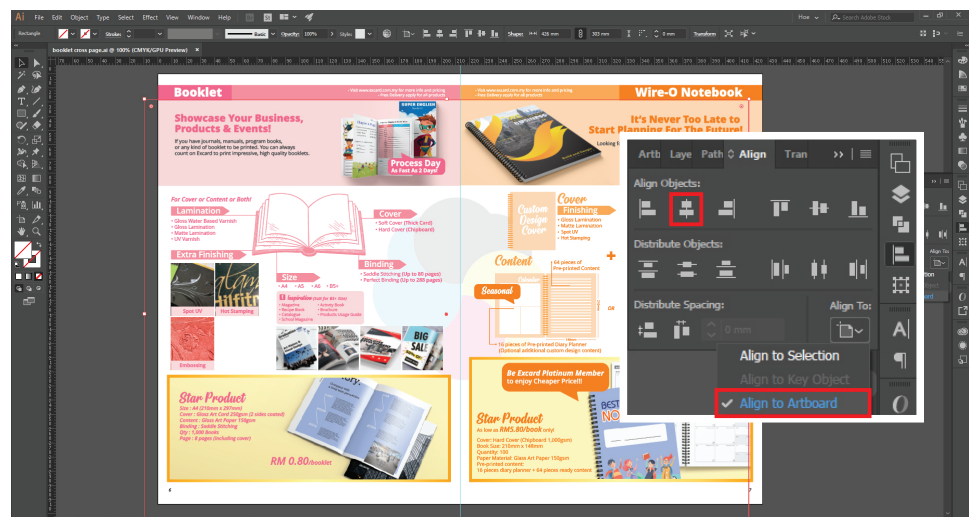
Step 4 : Go to Object > Group



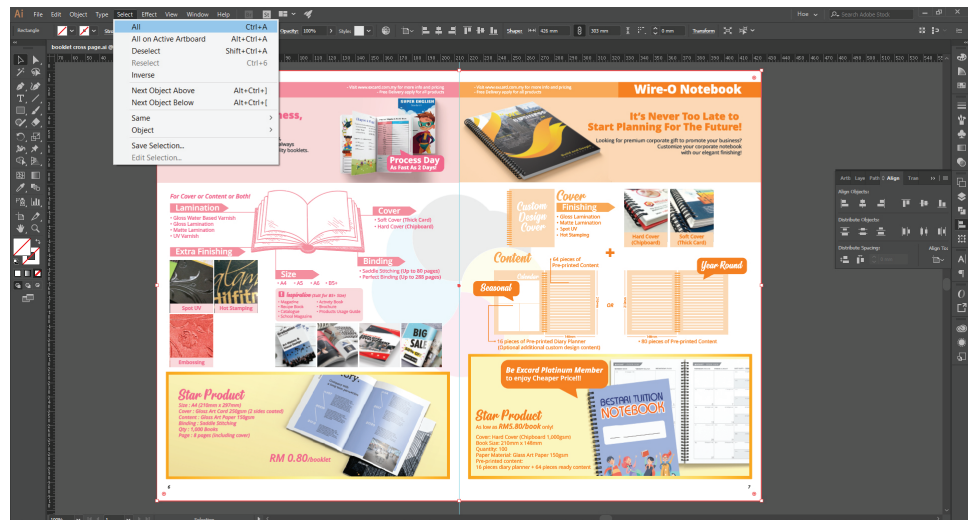
Step 5 : Select the Rectangle Tool to draw a rectangle and set the size in 426mm x 303mm



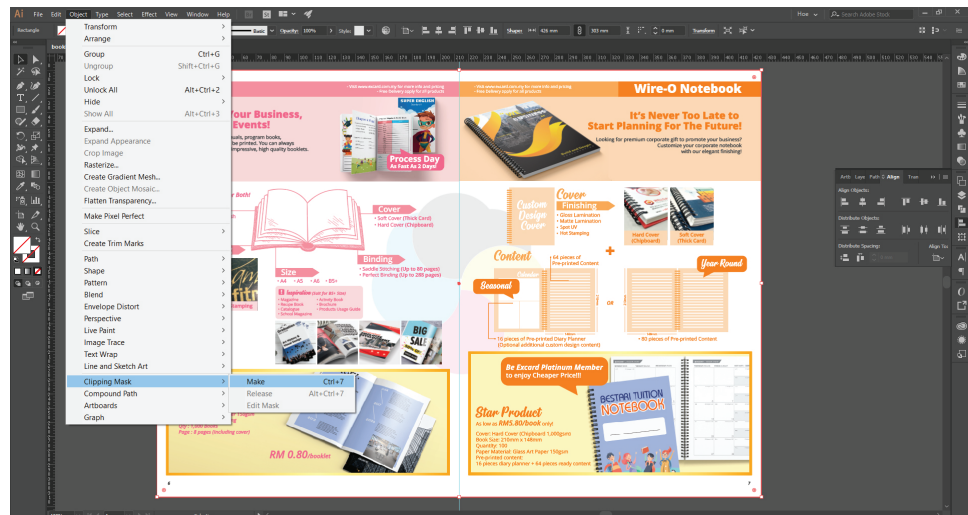
Step 6 : Go to Window > Align > Align to Artboard, align to center



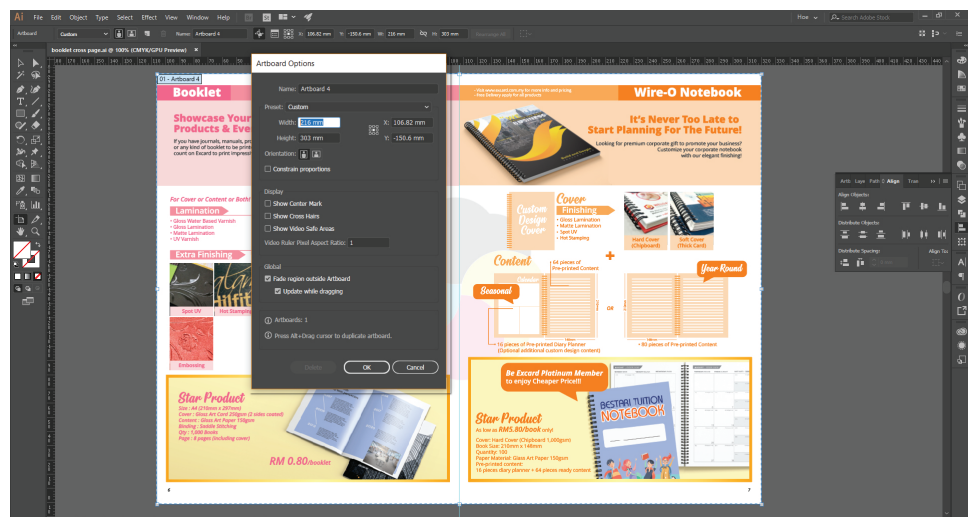
Step 7 : Go to Select > All (to select all design and rectangle box)



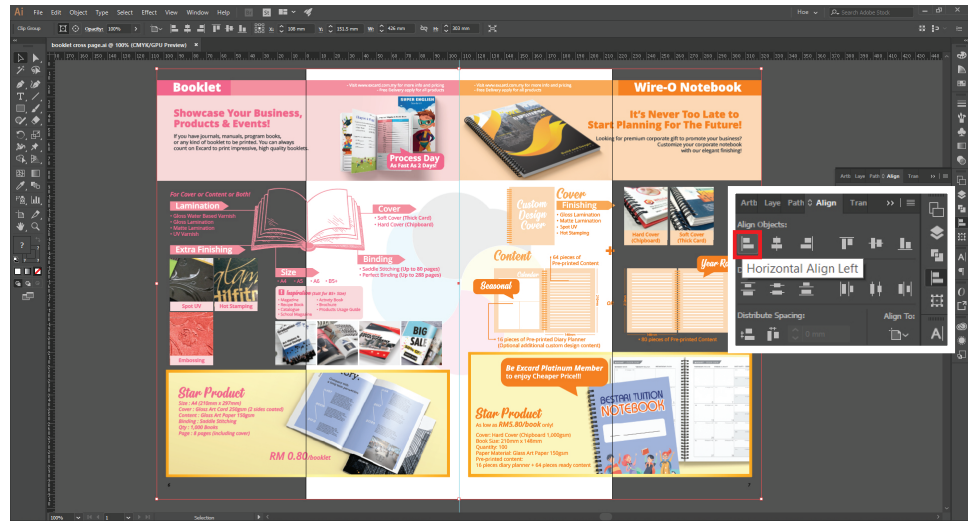
Step 8 : Go to Object > Clipping Mask > Make (to ensure whole artwork in correct bleeding size)



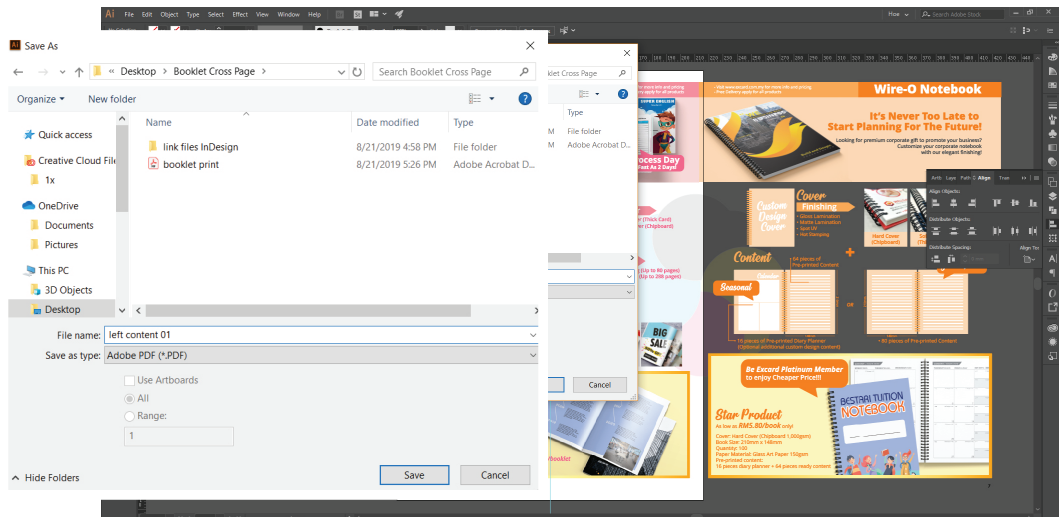
Step 9 : Open Document Setup > Edit Artboard > Change the width to 210mm+6mm=216mm



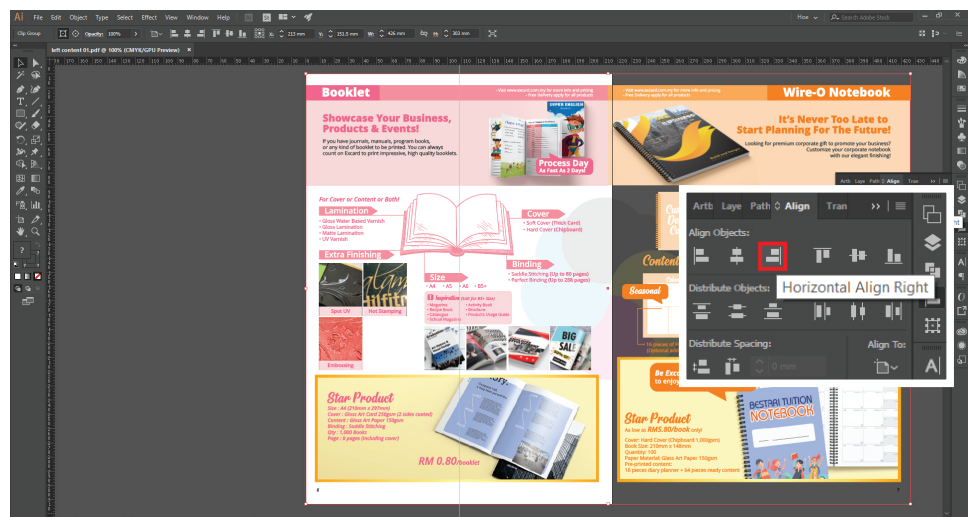
Step 10 : Select the artwork and go to Align > Horizontal Align Left (for left content)



Step 11 : Save the artwork in PDF with file name



Step 12 : Select the artwork and go to Align > Horizontal Align Right (for right content)



Step 13 : Save the artwork in PDF with file name

