

Adding marks to an element

On the **Info** palette's **Marks** tab, set up the mark and label sets to be added to any elements on the layout.

Note: When adding page marks to an element, avoid placing the element at the edge of the layout. Otherwise, the marks may extend beyond the defined layout area.

1. To include basic details on labels, select the applicable check boxes as needed:
 - **File name**
 - **Date & time**
 - **Separation name**
2. To define an element in the layout as a non-chargeable area of the plate in the media report, select the element and then select the **Non-chargeable** check box.
3. To add tag settings on labels, select the **Dot Enlargement** check box.
4. To add user-defined text on labels, in the **Custom text mark** box, type the desired text.
5. To place the label at the bottom, left, right, or top of the element, select the applicable **Label location**.
6. To add crop marks, select the **Crop marks** check box. In the **Bleed**  and  boxes, type the crop mark positions relative to the page.
7. To add registration marks, select the **Registration marks** check box.