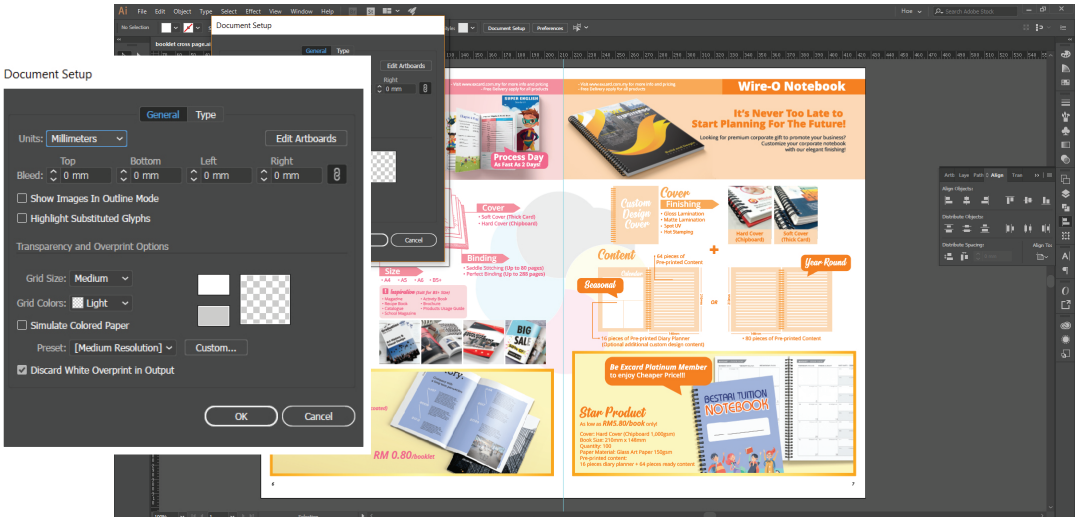
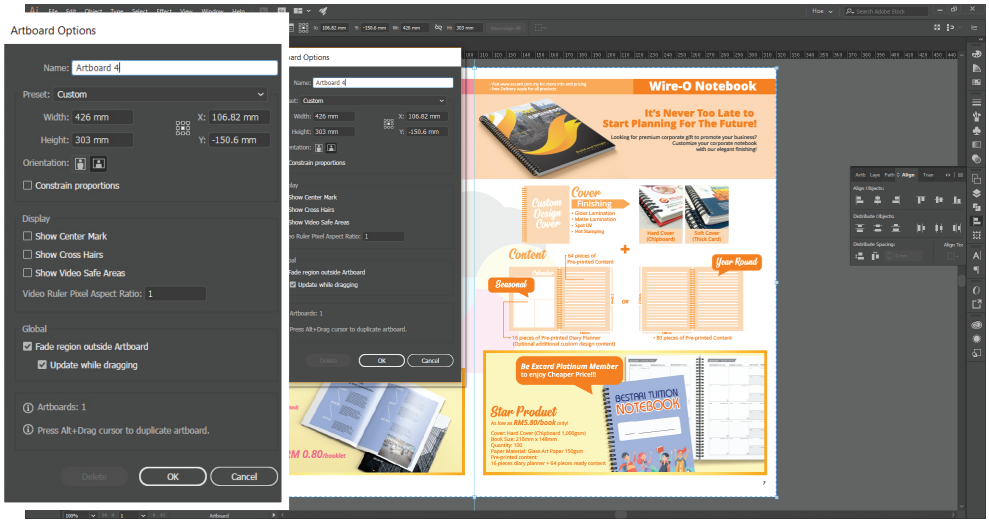
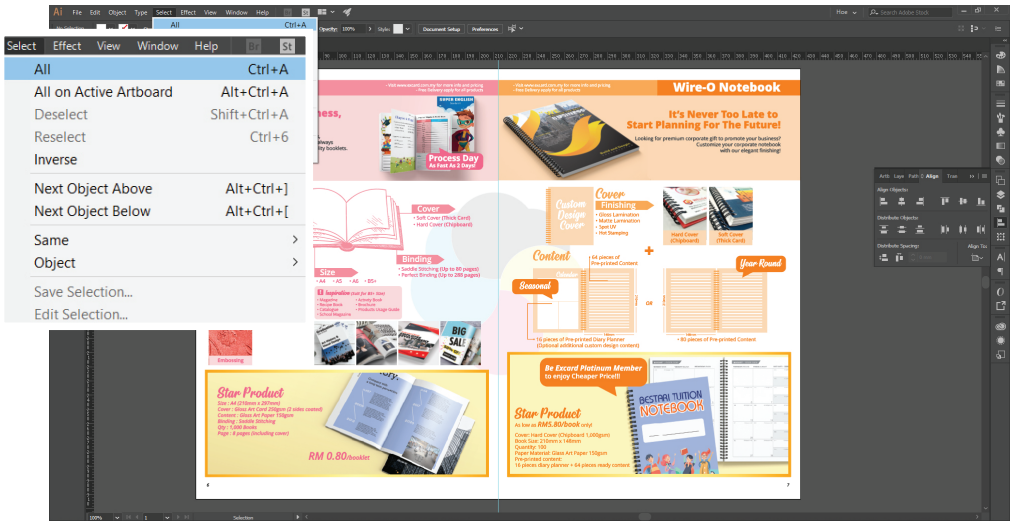
Step 1 : Go to File > Document Setup > Edit Artboard (Example: A4 size)



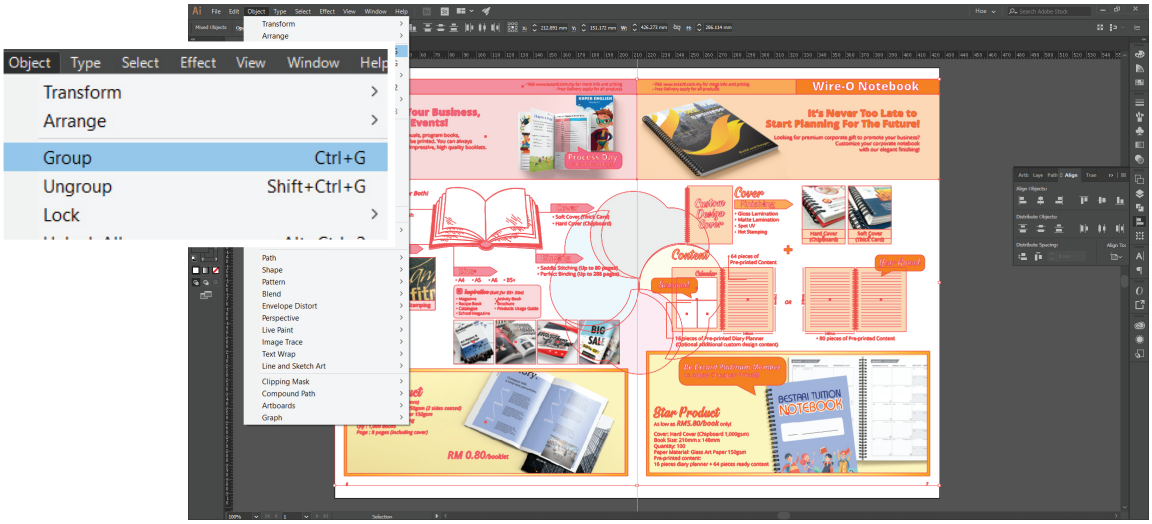
Step 2 : Change the Width: 420mm+6mm=426mm; Height: 297mm+6mm=303mm



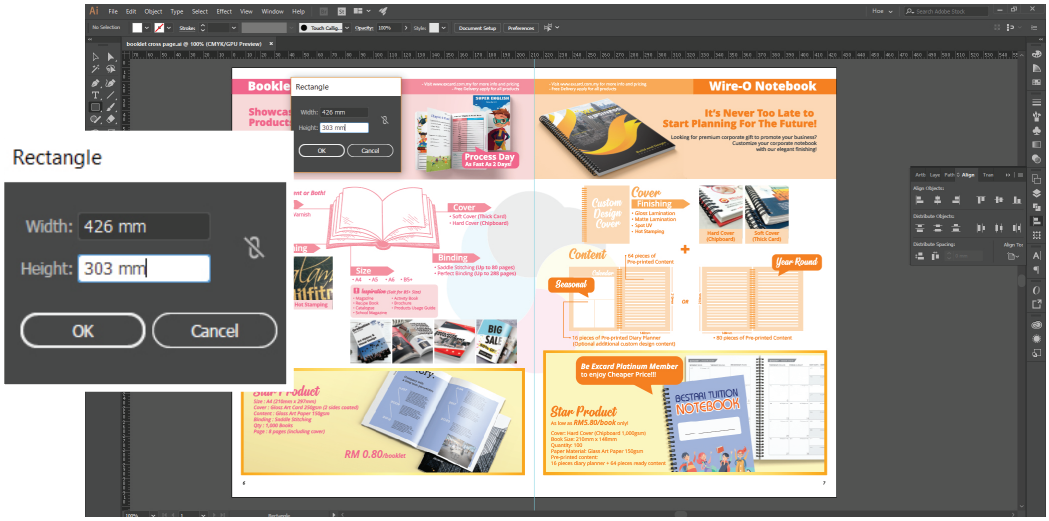
Step 3 : Go to Select > All



Step 4 : Go to Object > Group

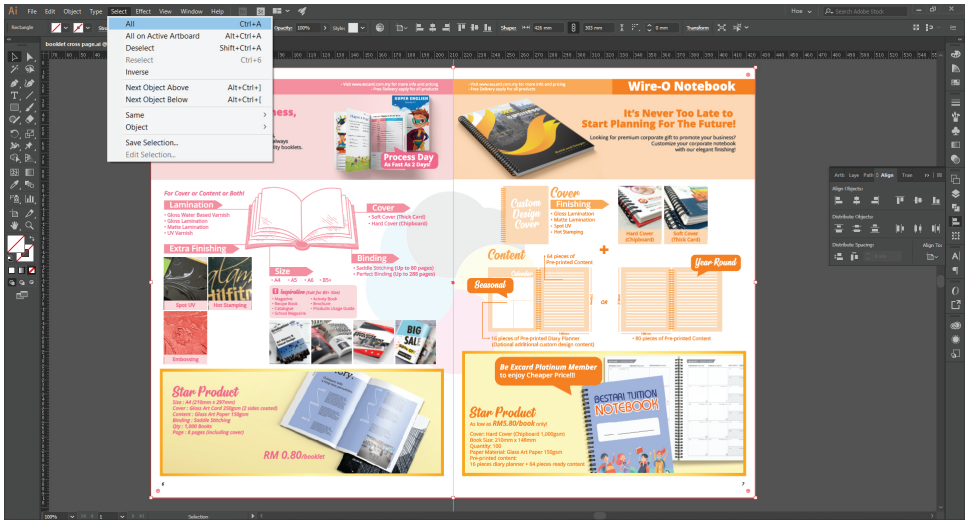


Step 5 : Select the Rectangle Tool to draw a rectangle and set the size in 426mm x 303mm

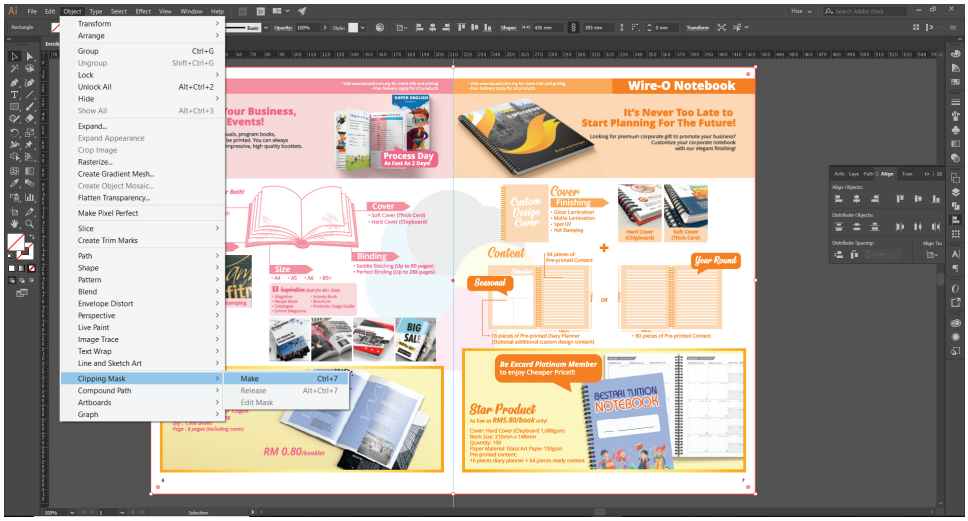


Step 6 : Go to Window > Align > Align to Artboard, align to center

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

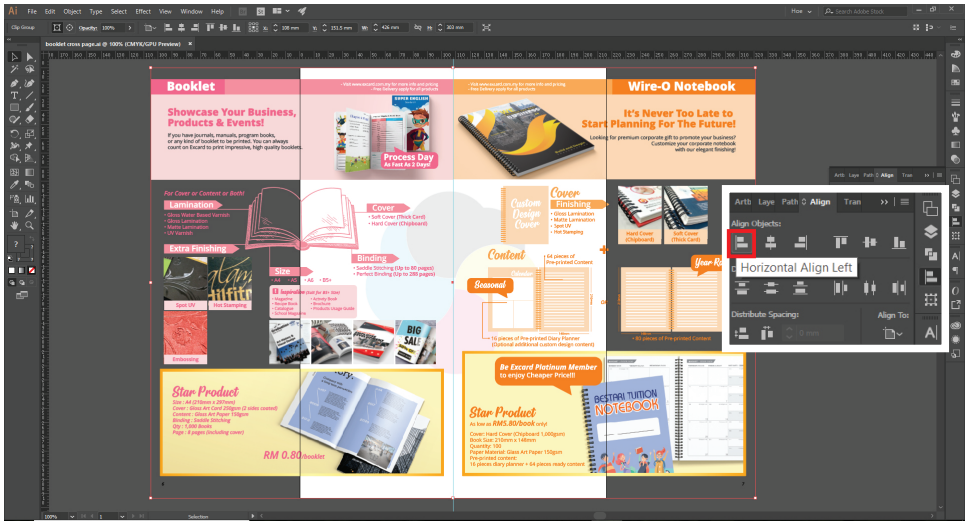


Step 8 : Go to Object > Clipping Mask > Make (to ensure whole artwork in correct bleeding size)

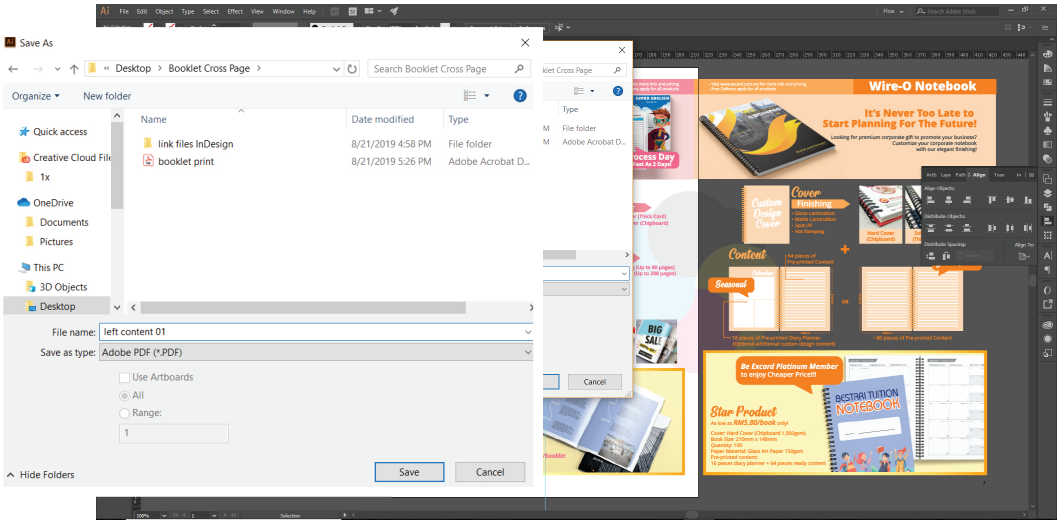


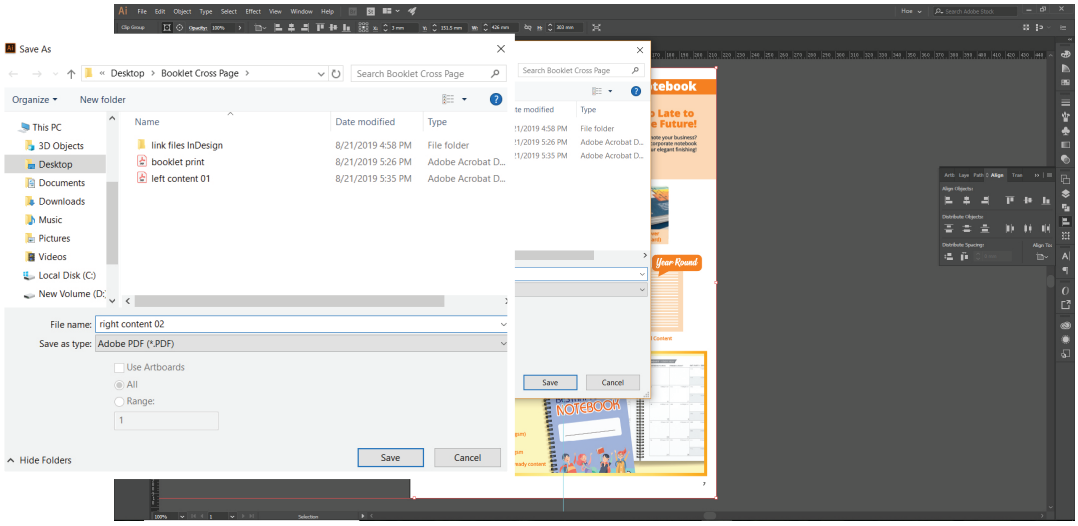
Step 9 : Open Document Setup > Edit Artboard > Change the width to 210mm+6mm=216mm

Step 10 : Select the artwork and go to Align > Horizontal Aligh 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