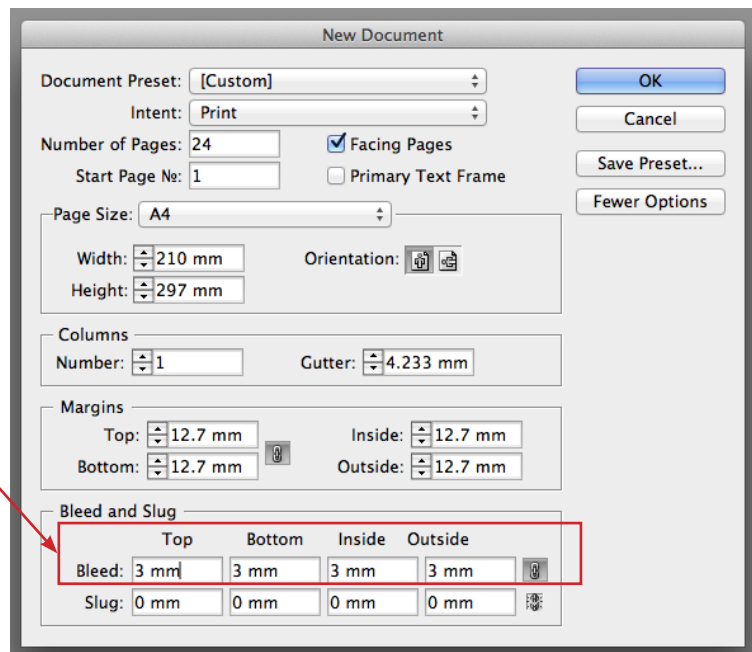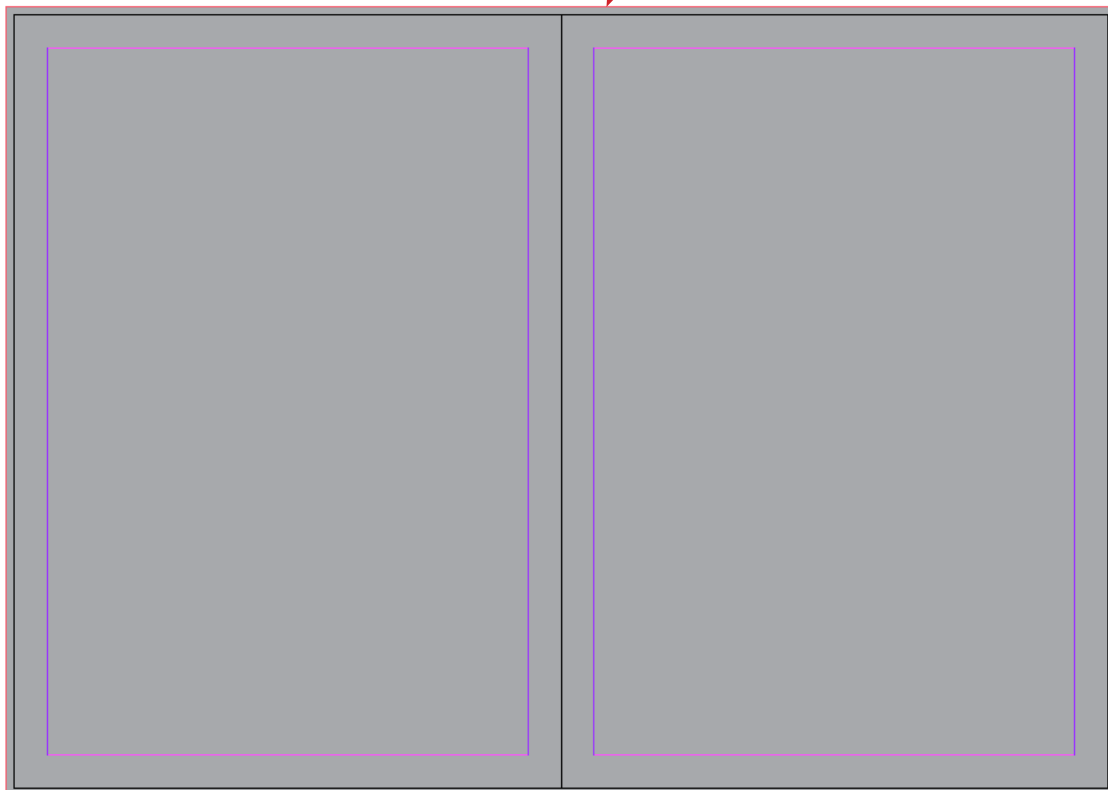1. When creating a new document: Make sure you have at least 3mm bleeds all around.
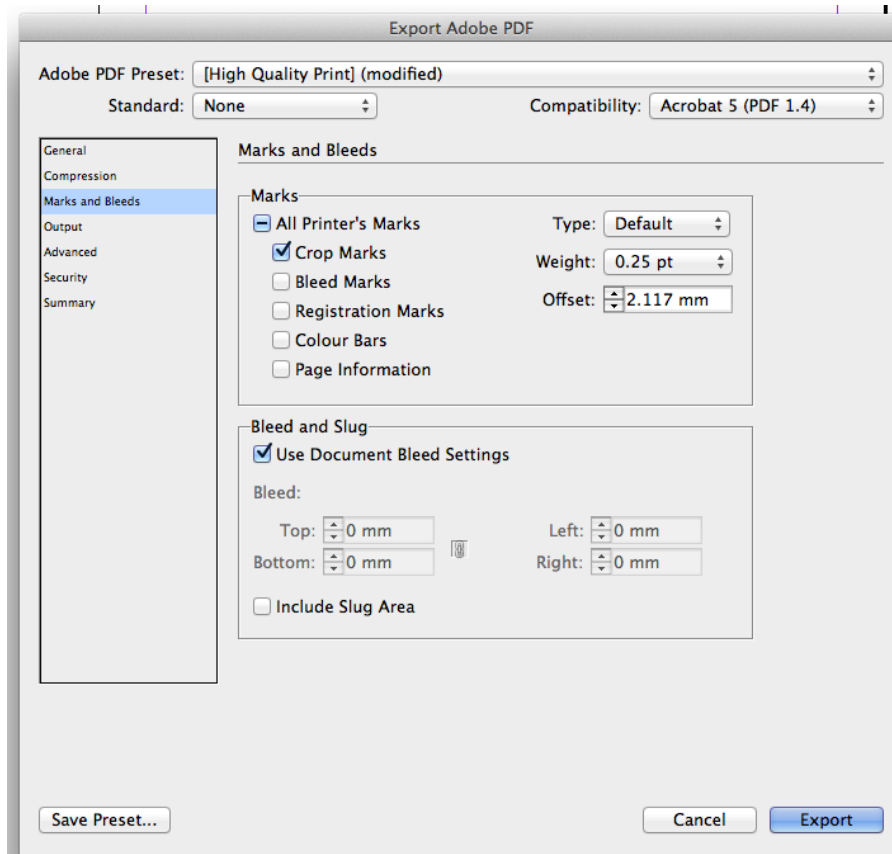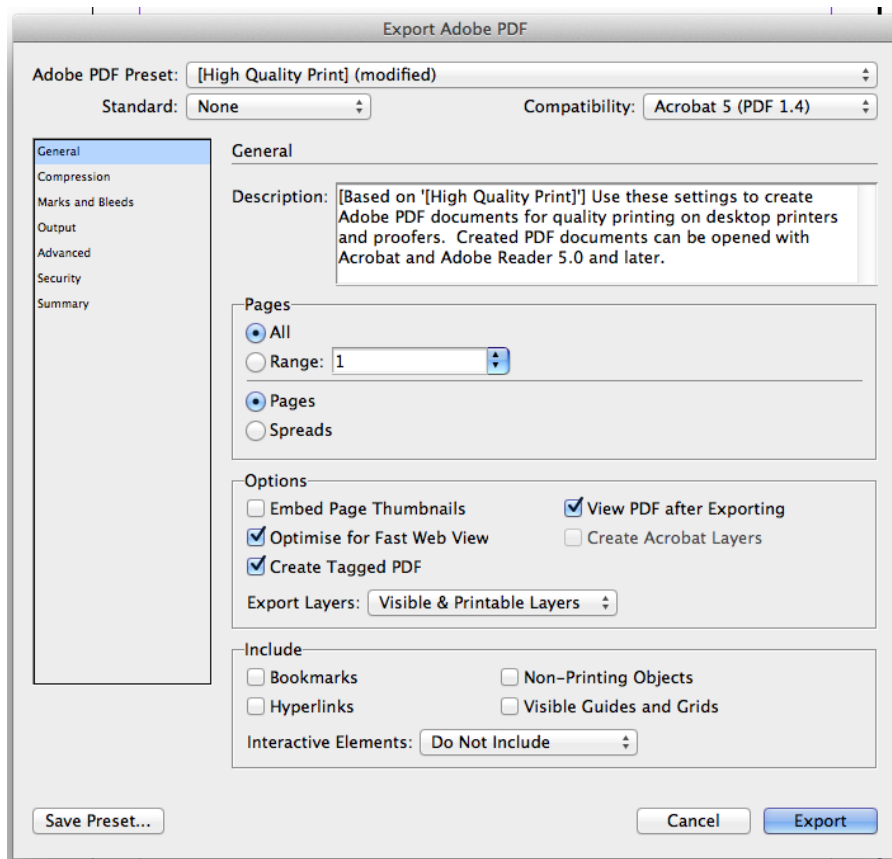

2. Your document will then have red lines all around. When you have a full bleed image (image that extends beyond the edges of a page) you have to make sure that it is larger than you need and cover up to the red lines (i.e. grey background). The area beyond black lines will be trimmed off.

It would be good not to have a text too close to the edges (i.e. page numbers, subtitles, etc.). Please leave at least 10mm if possible.

3. When exporting an InDesign file to PDF: Please make sure you choose High Quality Print. The PDF needs to be Pages (not Spreads). And check Crop Marks & Use Document Bleed Settings.

4. Check exported PDF. A full bleed page should look like the image below (grey area = image).

Close up