

# A4

Portrait size

210mm x 297mm Finished size  
216mm x 303mm with Bleed

## Blank Template Help

Simply place your design on top on a different layer or delete this layer.

### ■ Bleed Area (3mm)

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document.

Note that this “bleed” will be trimmed during the finishing process, so ensure that no important details are set up to print in this area

### ■ ■ ■ Cut line

This is where we aim to cut your design to the finished size. Any part of your design placed outside this area will be cut off.

### ■ Safe Area (5mm)

It is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

## Exporting PDF

To export your document ready for print:

File > Save

Save as Type > Adobe PDF

Adobe PDF Preset > PDF/X-1 a:2001 (if available, if not PDF is ok)

Marks and Bleeds > Use Document Bleed Settings (3mm)

Advance > Fonts > 0%

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