



A4 Portrait

Flat Size 210x297mm

 **Bleed Area:** The bleed area extends out 3mm from the edge of your finished document. All images or colour that print to the edge of your document should be extended into this area to avoid the chance of any white lines appearing. Do not place any content that you wish to appear in your document in this area as it will be trimmed off.

 **Margin:** Avoid putting any text or logos less than 5mm from the edge of the document. This is very close to the edge of the document and could possibly get trimmed off. If possible also avoid using any thin borders in this area as you may get inconsistent thickness.

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Trim Line: This is the finished size of your document.
Anything placed outside of this area will be trimmed off.

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Fold Line: This is the fold line for your document. Keep all text at least 5mm away from this line