

Letterhead

297 x 210mm

IMPORTANT:

Create artwork using a CMYK color mode
All fonts must be converted to outlines
Resolution must be 300 dpi
Delete the template layer before saving your artwork

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 once trimmed. Do not place any content you wish to appear in your document in this area or it will be trimmed off.

Safety Area:

Avoid placing any text 5mm from the edge of the document and 5mm from the fold. Text placed in this area will run very close to the edge of the document and could fall off the document once trimmed and folded. If possible, also avoid using any thin borders in this area as you may get inconsistent thickness.

Trim Area:

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

WHEN SAVING A PDF FOR PRINT, PLEASE USE THE FOLLOWING SETTINGS:

Adobe PDF preset

> High Quality Print

Marks and bleed

> Select 'Trim Marks'

> Set all 'Bleeds' to 3mm