

spine

A4 Portrait

Right inside page

(Flat size 210mm x 297mm)

Remember if you have text running across pages, you might lose it in the spine. For every 10 pages you add, you need to increase the width of the non text area from the spine by 1mm.



Everything Printed™

A4 Portrait

Left inside page

(Flat size 210mm x 297mm)



Bleed area - Make sure any images or colour that print to the edge extend into this area.



Non Text area - Avoid putting any text or important detail in this area.



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



Fold Line - This is the fold line for your document. Keep all text at 3mm away from this line

NOTE:

- Hide or delete these guides before saving your file.
- When saving to PDF, choose the Adobe PDFx-1a configuration, disable all printers marks and set all bleeds to 3mm.
- When saving to JPG, choose the maximum image quality and ensure your colour mode is CMYK.