

A4 Letterhead Portrait

210mm x 297mm

■ Bleed (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

■ 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.

Important: Anything beyond the white dotted line will be trimmed off

Creating a PDF of your document from InDesign

1. From the File menu choose Export. Name your file and select Adobe PDF (print) in the format field. Now click save button.
2. In the Export Adobe PDF General dialog box, select High Quality Print as the Adobe PDF Preset.
3. Next, Select Marks and Bleeds dialog box, tick Crop marks and type 3mm into the Bleed area boxes at the bottom, it will auto fill the rest when you type 3mm into the Top box.
4. Select Output and change the Profile Inclusion Policy to: *Don't include profiles*.
5. Now Click the Export button at the bottom right of the page.