



1. Trim size is the size of the paper and how it will physically turn out.
2. Bleed marks is to show the edge of where images, objects, or text in a layout extend beyond the trim boundaries of the page. These marks are for items or colours you wish to go to the edge of the page.

For most designs between the sizes of A3 - A6 to DL, bleed is typically 5mm (2.5mm around the edges)

3. Safe area is where you would want to place your content/design as an added precaution of not getting important parts of the content/design cut off. This also helps the document from looking skewed, due to any movements in the printing/cutting process.

Safe area will vary depend on the size of the document. The larger the document, the larger the safe area will need to be.

Sizes

Business Cards:

Trim size - 90 x 55mm

Bleed - 95 x 60mm
(2.5mm per side)

Safe Area - 82 x 47mm
(minium 4mm per side)

Bookmarks:

Trim size - 55 x 200mm

Bleed - 60 x 205mm
(2.5mm per side)

Safe Area - 47 x 192mm
(minium 4mm per side)

A6 - Postcards:

Trim size - 105 x 148mm

Bleed - 110 x 153mm
(2.5mm per side)

Safe Area - 97 x 140mm
(minium 4mm per side)

DL:

Trim size - 99 x 210mm

Bleed - 104 x 215mm
(2.5mm per side)

Safe Area - 91 x 202mm
(minium 4mm per side)

A5:

Trim size - 148 x 210mm

Bleed - 153 x 215mm
(2.5mm per side)

Safe Area - 138 x 200mm
(minium 5mm per side)

A4:

Trim size - 210 x 297mm

Bleed - 215 x 302mm
(2.5mm per side)

Safe Area - 194 x 281mm
(minium 8mm per side)

A3:

Trim size - 297 x 420mm

Bleed - 302 x 425mm
(2.5mm per side)

Safe Area - 277 x 400mm
(minium 10mm per side)

A4 trifold (to DL)

Trim size - 210 x 297mm

(folded/creased to 210 x 99mm)

Bleed - 215 x 302mm
(2.5mm per side)

Safe Area - 202 x 91mm (per third)
(minium 4mm per side)

Bleed may vary depending on the machine being used.

Canon wide format paper prints only need the 2.5mm bleed.

Roland wide format sign/sticker prints generally require 10mm bleed.

Please confirm as required.

A2:

Trim size - 420 x 594mm

Safe Area - 410 x 584mm
(minium 10mm per side)

A1:

Trim size - 594 x 841mm

Safe Area - 584 x 831mm
(minium 10mm per side)

A0:

Trim size - 841 x 1189mm

Safe Area - 831 x 1179mm
(minium 10mm per side)

Note: For pages to be made into saddle stitched booklets, please allow 5mm bleed rather than 2.5mm, due to trimming requirements.