

# A4 Portrait Back cover page

Flat size with bleed:  
439mm x 337mm

Finished size:  
210mm x 297mm

## Bleed area: 20mm

What is 'bleed' and why do I need it?

'Bleed' is the area of your design that's trimmed off when it's cut to its final size. Extending your design into the bleed area ensures that the trim blade cuts into the design which means the white edges of the paper will not show. For hardcover book products we need a 20mm bleed.

Please avoid putting any text that needs to be read into this area as it will not be presented correctly. Do extend the design into the Bleed area if you want to avoid having white margins.

The 20mm Bleed area contains the following:

### 'Wrap under bleed area'

This area covers 15mm and is made up of 5mm inner overhang and 10mm to wrap under the endpaper.

### 'Wrap around bleed area'

This area includes the 3mm bleed for outer overhang and the 2mm for book fore edge. The Bleed area will be wrapped around the inside of the front and back covers of the book.

It's best that you add bleed before you upload your document. Some programs –like InDesign, Illustrator and Photoshop –allow you to do this. If you need any advice, just give us a call.

## Quiet area: 5mm

What is the 'Quiet area' and why do I need it?

The 'Quiet area' is the area of your design that is closest to the edge of the paper, right next to where your design will be trimmed off.

As it's so close to the trim line we strongly recommend the following to ensure you get the best result. Please avoid putting any text 5mm or less from the edge of the document, and 10mm from the spine. Text placed in this area will run so close to the edge that it may get trimmed off. You just need to ensure your design has sufficient margins on the edges of all pages to avoid any trimming issues.

If possible, please also avoid using thin borders in this area as you may get inconsistent thicknesses.

## -- Trim area

What is the 'Trim area' and why do I need it?

'Trim area' is the extent of your design and basically indicates the size of your finished document.

Anything placed outside of this area will be trimmed off.

## -- Fold line

What is the 'Fold line'?

As the name suggest this is where your document will be folded. Please keep all critical text, especially small text and body copy at least 3mm from this line to ensure it is not obscured by the fold.

## Spine area: (standard 9mm width)

Please note -the standard width of the spine is 9mm, but the more pages you add the bigger the width your spine will be.

Spine area: standard 9mm

# A4 Portrait Front cover page

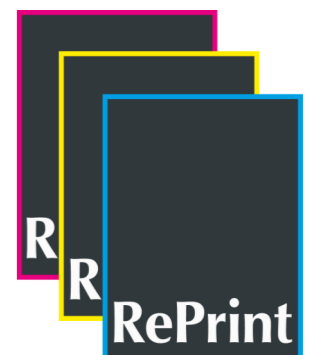
Flat size with bleed:  
439mm x 337mm

Finished size:  
210mm x 297mm

## IMPORTANT INFORMATION

Please 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.

When you are ready to upload your print file, make sure you export your work as a press ready pdf file that is set to single pages. Please include the 3mm bleed.  
No crop marks are required.



# A4 Portrait Left inside page

(Flat size 210mm x 297mm)

## IMPORTANT INFORMATION

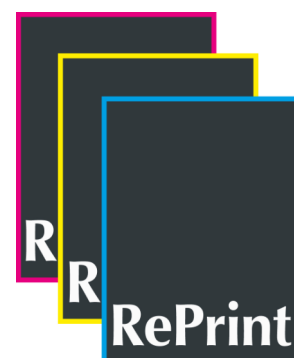
### Double page spreads or single pages?

We have given you templates for double page spreads as well single left pages and right pages.

Some people like to design across double page spreads, while some prefer to work on single pages. So at the start of your project, please use the format you prefer and delete the other.

When you are ready to upload your print file, make sure you export your work as a press ready pdf file that is set to single pages. Please include the 3mm bleed. No crop marks are required.

Please remember, if you have text running across pages, you may 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.



# A4 Portrait Right inside page

(Flat size 210mm x 297mm)

### Bleed area: 20mm

What is 'bleed' and why do I need it?

'Bleed' is the area of your design that's trimmed off when it's cut to its final size. Extending your design into the bleed area ensures that the trim blade cuts into the design which means the white edges of the paper will not show. For hardcover book products we need a 20mm bleed.

Please avoid putting any text that needs to be read into this area as it will not be presented correctly. Do extend the design into the Bleed area if you want to avoid having white margins.

The 20mm Bleed area contains the following:

#### 'Wrap under bleed area'

This area covers 15mm and is made up of 5mm inner overhang and 10mm to wrap under the endpaper.

#### 'Wrap around bleed area'

This area includes the 3mm bleed for outer overhang and the 2mm for book fore edge. The Bleed area will be wrapped around the inside of the front and back covers of the book.

It's best that you add bleed before you upload your document. Some programs –like InDesign, Illustrator and Photoshop –allow you to do this. If you need any advice, just give us a call.

### Quiet area: 5mm

What is the 'Quiet area' and why do I need it?

The 'Quiet area' is the area of your design that is closest to the edge of the paper, right next to where your design will be trimmed off.

As it's so close to the trim line we strongly recommend the following to ensure you get the best result. Please avoid putting any text 5mm or less from the edge of the document, and 10mm from the spine. Text placed in this area will run so close to the edge that it may get trimmed off. You just need to ensure your design has sufficient margins on the edges of all pages to avoid any trimming issues.

If possible, please also avoid using thin borders in this area as you may get inconsistent thicknesses.

### -- Trim area

What is the 'Trim area' and why do I need it?

'Trim area' is the extent of your design and basically indicates the size of your finished document.

Anything placed outside of this area will be trimmed off.

### -- Fold line

What is the 'Fold line'?

As the name suggest this is where your document will be folded. Please keep all critical text, especially small text and body copy at least 3mm from this line to ensure it is not obscured by the fold.

### Spine area: (standard 9mm width)

Please note –the standard width of the spine is 9mm, but the more pages you add the bigger the width your spine will be.

# A4 Portrait

## Left inside page

(Flat size 210mm x 297mm)

### IMPORTANT INFORMATION

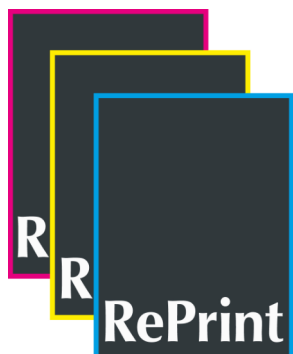
#### Double page spreads or single pages?

We have given you templates for double page spreads as well single left pages and right pages.

Some people like to design across double page spreads, while some prefer to work on single pages. So at the start of your project, please use the format you prefer and delete the other.

When you are ready to upload your print file, make sure you export your work as a press ready pdf file that is set to single pages. Please include the 3mm bleed. No crop marks are required.

Please remember, if you have text running across pages, you may 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.



# A4 Portrait

## Right inside page

(Flat size 210mm x 297mm)

### Bleed area: 20mm

What is 'bleed' and why do I need it?

'Bleed' is the area of your design that's trimmed off when it's cut to its final size. Extending your design into the bleed area ensures that the trim blade cuts into the design which means the white edges of the paper will not show. For hardcover book products we need a 20mm bleed.

Please avoid putting any text that needs to be read into this area as it will not be presented correctly. Do extend the design into the Bleed area if you want to avoid having white margins.

The 20mm Bleed area contains the following:

#### *'Wrap under bleed area'*

This area covers 15mm and is made up of 5mm inner overhang and 10 mm to wrap under the endpaper.

#### *'Wrap around bleed area'*

This area includes the 3mm bleed for outer overhang and the 2mm for book fore edge. The Bleed area will be wrapped around the inside of the front and back covers of the book.

It's best that you add bleed before you upload your document. Some programs –like InDesign, Illustrator and Photoshop –allow you to do this. If you need any advice, just give us a call.

### Quiet area: 5mm

What is the 'Quiet area' and why do I need it?

The 'Quiet area' is the area of your design that is closest to the edge of the paper, right next to where your design will be trimmed off.

As it's so close to the trim line we strongly recommend the following to ensure you get the best result. Please avoid putting any text 5mm or less from the edge of the document, and 10mm from the spine. Text placed in this area will run so close to the edge that it may get trimmed off. You just need to ensure your design has sufficient margins on the edges of all pages to avoid any trimming issues.

If possible, please also avoid using thin borders in this area as you may get inconsistent thicknesses.

### -- Trim area

What is the 'Trim area' and why do I need it?

'Trim area' is the extent of your design and basically indicates the size of your finished document.

Anything placed outside of this area will be trimmed off.

### -- Fold line

What is the 'Fold line'?

As the name suggest this is where your document will be folded. Please keep all critical text, especially small text and body copy at least 3mm from this line to ensure it is not obscured by the fold.

### Spine area: (standard 9mm width)

Please note -the standard width of the spine is 9mm, but the more pages you add the bigger the width your spine will be.