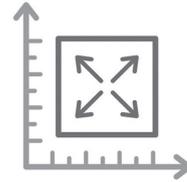# v3

HOW TO CREATE A PRINT-READY FILE
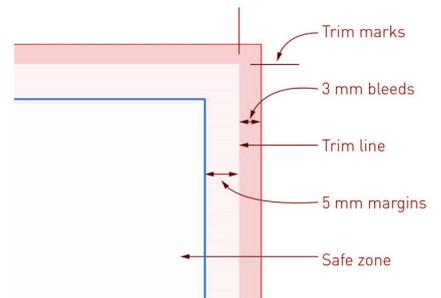
6 SIMPLE STEPS

1. Set the correct size
Make sure your file is the exact size you want printed.

2. Add bleed for full-page designs
If your design goes to the edge of the page, extend it 3mm beyond the edge on all sides.

3. Keep a minimum 5mm margins on the edge
Don't put any text in the margin as this is safety zone.

Trim marks

3 mm bleeds

Trim line

5 mm margins

Safe zone

4. Use high-quality images
Images should be 300 dpi at final print size.

300 DPI

5. Use CMYK colours
Set your file to CMYK colour mode.

6. Export your file as a high quality PDF
Ensure this includes **crop marks** and **3mm bleed**

A4 Document Size

Bleed   Crop Marks

A4 Document Size

Printed + Trimmed