


**A4** 297mm x 210mm  
Bleed/Artboard size is 303mm x 216mm  
**LANDSCAPE**



**Bleed Area**  The Bleed area is trimmed away. Please ensure backgrounds, images & colour extend into this area to guarantee a perfect finish!

**Trim Edge** | This is where we will trim your design to the finished size.

**Safe Area** ⋮ It is best to keep important text and logos in from the trim edge. Anything less than 3mm is not recommended.

Export or save your file as a high quality PDF print file with crop/trim marks.

File > Save As > Adobe PDF  
Save > Adobe PDF preset > High quality print  
Marks & Bleeds > Trim Marks >  
Use document bleed settings > Save PDF

**Need more help?**  
Give us a call on 02477 657553/5162  
[inkwellprint.fah@coventry.ac.uk](mailto:inkwellprint.fah@coventry.ac.uk)

