

## Checking Your Document

It is very important to review your document's safe margin, bleeds and trim marks before sending to us to save time. A business card is used here for illustration but the method is the same for all printed materials.



Starting document layout



Final printed product

### Three Important Tips:

**1. Bleed Area:** The very edges of the document are called the bleed area. (Highlighted in pink shading) To prevent an unwanted white border from showing at the edge of your document, be sure to extend any background colors or design elements all the way to the edge.

**2. Trim Marks:** The area marked by the pink dotted lines is called the trim line. This is the finished size of the business card. The actual cut happens close to the trim line, but due to the mechanical tolerances involved in printing, the actual cut can happen anywhere from the bleed area to the safe margin. This is why it is important to keep your text and important images within the safe margin.

**3. Safe Margin:** The area marked by the pink shading is called the safe margin. Please remember to keep all important information, like names, addresses, phone numbers or logos within the safe margin (3-5mm) to ensure that they aren't cut off when your document is trimmed.

