

## Document Sizes

| Document         | Size in mm | Size in inches |
|------------------|------------|----------------|
| Letterheads      | 210 x 297  | 8.27 x 11.69   |
| Compliment Slips | 210 x 99   | 8.27 x 3.89    |
| Business Cards   | 85 x 55    | 3.34 x 2.16    |
| A0               | 841 x 1189 | 33.11 x 46.81  |
| A1               | 594 x 841  | 23.39 x 33.11  |
| A2               | 420 x 594  | 16.54 x 23.39  |
| A3               | 297 x 420  | 11.69 x 16.54  |
| A4               | 210 x 297  | 8.27 x 11.69   |
| A5               | 148 x 210  | 5.83 x 8.27    |
| A6               | 105 x 148  | 4.13 x 5.83    |
| A7               | 74 x 105   | 2.91 x 4.13    |

## General Layout Settings

### Bleed

The very edges of the document are called the bleed area. To prevent an unwanted white border from showing at the edge of your document, be sure to extend any background colours or design elements all the way to the edge.

### Trim Marks

Trim lines are the finished size of the document. The document is cut close to the trim line, but because of the mechanical tolerances involved in printing, the actual cut can happen anywhere between the bleeds and the safe margin. This is why it is important to keep your text and important images within the safe margin.

### Safe Area / Safe Margins

The safe margins are borders that are definitely inside the place where the cut will take place. Please remember to keep all important information, like names, addresses, phone numbers or logos within the safe margin (at least .137" from the edge) to ensure that they aren't cut off when your document is trimmed.