

Bleed & Safe Area Templates

Use these pages as a starting point. Print at 100% and keep the guide colours visible while designing.

How to use

Page 1 is this instruction page. Pages 2-4 are actual-size templates.

Blue solid line = final trim line. Red dashed line = safe area. The page edge is the bleed edge.

A4 template: 216 x 303 mm (210 x 297 mm trim + 3 mm bleed on each side).

US Letter template: 8.75 x 11.25 in (8.5 x 11 in trim + 0.125 in bleed on each side).

Business card template: 3.75 x 2.25 in (3.5 x 2 in trim + 0.125 in bleed on each side).

Place background artwork edge-to-edge. Keep text and logos inside the red dashed area.

Ask your print service for its own template when available - folding and trimming tolerances vary.

Important

Do not scale these pages when placing or printing them. Use the same units as your layout program.

A4 trim: 210 x 297 mm

Bleed: 3 mm on each side. Safe area: 5 mm inside trim. Keep text and logos in the red dashed area.

US Letter trim: 8.5 x 11 in

Bleed: 0.125 in on each side. Safe area: 0.25 in inside trim. Confirm your printer's margin requirement.

Business card trim: 3.5 x 2 in

Bleed 0.125 in. Keep important text inside the red dashed safe area.

Blue = trim line

Red dashed = Safe area = bleed edge