

# Guide to BLEED


**A4 Trim size: 210 x 297mm**

**Bleed size: 216 x 303mm**  
your page must be set at this size if you want the artwork to run off the edge of the page


**Print safe zone: 200x 287mm**  
anything outside of this area risks being trimmed or covered by the spine/binding area

## Image usage


Images should either bleed fully off the page or be placed within the safe zone to avoid unwanted cropping, any part of the image outside of the safe zone may be covered by the spine/binding area or cropped by trimming



✓ Image is within the safe area



✓ Image runs off the edge of the page but has the correct bleed area to allow trimming. Note the part of the image is outside of the safe area and may be covered/cropped



✗ Image is outside of the safe area and may be covered/cropped

## Text usage

Text should be placed within the safe zone to avoid unwanted cropping, any part of the text outside of the safe zone may be covered by the spine/binding area or cropped by trimming

# HEADING

✓ Text is within the safe area

# HEADING

✗ Text runs past the trim edge and will be cut off, it is also outside of the safe area and may be covered/cropped.

# HEADING

✗ Text is outside of the safe area and may be covered/cropped