



SETTING YOUR ARTWORK

It's very crucial you set your page size correctly. If you don't, parts of your design may be chopped off, look off-centre, or have areas of undesired white space. Here's what you should do:

1. Find the document size you need from our 'Standard Page Sizes' help file.
2. Make a note of the **Page Size**. This is the size you should set your page on your document.
3. Add a **black (100% K) Page Frame** (0.25pt – approx 0.1 mm) to your document.
4. Now look at the **Trim Size**. You'll see that this is 3mm smaller on both dimensions. This difference is known as the 'bleed' – 1.5mm on all four sides – that's where our automated guillotines will approximately make their cuts. The bleed allows for any small variations in this cutting.
5. To remind yourself where the cuts will be made, add some guidelines 1.5mm in from each edge on your document.
6. See the example on our 'Correct Document Dimensions' help file. For a business card, you'd set your page size as 88x58mm. We'll trim down to approximately 85x55mm.
7. It's good practice to leave a '**Quiet Zone**' of 4mm from the trim edge (that's 5.5mm from the page edge). This will make your job look more professional and it won't look like any objects are about to fall off the edge.
8. No objects must extend beyond the page size – use the 'paste inside' or 'power clip' tool.
9. Finally, best not to put any important objects, such as text or logos, closer than 4mm from the trim edge, or from any fold or crease (see diagram below).

