

# 210mm x 210mm Left Inside Page

## ■ Bleed (3mm)

The bleed area extends 3mm beyond the edge of your finished document. Colours and images must extend beyond the edge of the document to prevent unwanted white borders around the edge of your finished document. Note that this 'bleed' will be trimmed during the finishing process so ensure that no important details are set up to print in this area

## ■ Safe Area (5mm)

it is recommended that your artwork is at least 5mm from the edge of the page if it is not meant to bleed off. Printed borders placed too close to the edge of a page may look uneven when the job is trimmed.

**Important:** Anything beyond the white dotted line will be trimmed off

**Remember:** Text may be lost if insufficient space is left along the spine margin so please leave 10mm minimum  
**Don't forget to add an extra 1mm for every 10 pages you add.**

SPINE MARGIN (10mm)

**210mm x 210mm**  
**Right Inside Page**

SPINE MARGIN (10mm)