# kaizen print.

## A4 Folded (twice)

fold line

fold line

**Bleed:** This bleed area extends beyond the edge of your finished artwork. We require bleed to allow for the tolerance of our guillotines (the machine used for cutting your job after printing). If any of your design finishes exactly at the edge of your required finished size, without bleed, when the job is trimmed it can cause unsightly white edges to your finished print. By extending your background colour or image beyond the edge of your finished job the effects of the same deviations are not noticeable. We recommend that elements intended to go to the very edge of your finished job should extend at least 3mm beyond the edge.

**Safe Area:** We recommend you avoid placing any text within the designated safe area. Text placed in this will run too close to the trim line and may be cut off during the cutting of the artwork.

**Trim line:** This dashed line shows the finished size of your artwork. Any elements placed outside this area will be trimmed off.

**Fold line:** This dashed line is where the paper will be folded.

**How to create a print ready PDF:**
File > Save As >
Format > Adobe PDF (pdf) >
Adobe PDF Present > PDF/X-1a:2001 >
Marks and Bleed >
Select "trim marks" >
Set all "Bleeds" to 3mm