Bleed Area: 216mm x 303mm
Trim: 210mm x 297mm
Safe Area: 190mm x 277mm

A4 Letterhead (210mm x 297mm) Artwork Guidelines

(Portrait)

Bleed Area: 216mm x 303mm
Extend your background to fill the 'bleed area'.
This will make sure you don't end up with white edges when your letterhead is trimmed.

Trim: 210mm x 297mm
This is where we aim to cut your letterhead.

Safe area: 190mm x 277mm
Keep all the important information of your design - text, logo, icons - inside this safe area.

DO

- Edit and save your file in CMYK colour mode.
- Outline your text before saving (select all of the layers, click "type" in the menu, select "create outlines").
- Background colour/images must bleed to the edges of artboard

DON'T

- Flatten your layers or image before saving - it can reduce your print quality.
- Do not scale the artboard

NEED HELP WITH TEMPLATES?
Email: ecommerce@snap.com.au
or go to Live Chat.

Our team is ready to assist you.