

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.