Folder as spreads

Folded from 450mm x 320mm
Back

■ **Bleed (3mm)**

The bleed is 3mm beyond the edge of your document. If you do not want white borders on your finished document, colours and images must run into the bleed area. The bleed area will be trimmed during the finishing process. No text or important details should go into this area as they could be trimmed off.

■ **Safe Area (5mm)**

We recommend that your artwork is at least 5mm from the edge of the page and within the safe area, if you do not require the document to bleed.

— — **Fold line**

This is where your document will be folded. Please ensure all text is set at least 5mm from this line. Important:

Anything past the white dotted line will be trimmed off.

The Print Shop at Hallam

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theprintshop@shu.ac.uk
shu.ac.uk/theprintshop

Folder as spreads

Folded from 450mm x 320mm
Front

Once you have created your design, please delete the layer with the instructions on before converting to a PDF.

Folder as spreads

Inside left

Folder as spreads

Inside right

Pocket
Area where we stick a clear pocket measuring 220mm x 90mm.
Any design/background in this area will be covered.