210mm Square Stapled Brochure

Pink = Trim size = 210mm x 210mm

Green = Bleed area - Any images or colour meeting the ‘trim’ (edge of the page) need to exceed by 3mm on all edges to meet the green line

Orange = Safe Zone - Keep any important suff such as text inside here

IMPORTANT

Brochures need to be supplied as individual pages in page running order,

Page 1 is the Front Cover, Page 2 Inside Left Cover etc, until the last page

is the outside Back Cover

Please ensure page counts are in multiples of 4

ie - 8pp, 12pp, 16pp 20pp etc

Maximum of 40 pages for Stapled brochures

Need more pages? Try Perfect or Wire bound

When you are finished:

1. Unlock and delete the guides from the layers panel (Window > Layers)
2. Export as PDF
3. In the export menu select ‘Marks and Bleeds’
4. Tick the ‘Crop marks’ box
5. Untick the ‘Use document bleed settings’ box
6. Add 3mm of bleed to all edges
7. Export!