Pink = Trim size (A4 = 297mm 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

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!