TRI-FOLD LEAFLET, A4 TO DL: OUTSIDE
Trim 297 x 210mm. Bleed 3mm. Safe area 3mm.

Page 5 (fold-in flap)
98mm, folds in

Back cover
99mm

Front cover
100mm

TRI-FOLD LEAFLET, A4 TO DL: INSIDE
Trim 297 x 210mm. Bleed 3mm. Safe area 3mm.

Page 2

100mm

Page 3

99mm

Page 4

98mm, folds in

Tri-fold leaflet, A4 to DL: artwork template

Flat sheet after trimming: 297 x 210mm. Folded size: 99 x 210mm. Artwork page size with bleed: 303 x 216mm.
This is the flat sheet, before folding: 297 x 210mm. The panels are not all the same width. The one that folds inside is narrower, so it tucks in without catching on the fold.
Outside, left to right: 98mm, 99mm, 100mm.
Inside, left to right: 100mm, 99mm, 98mm.
The first page is the outside of the sheet and the second page is the inside. Follow the pink fold lines on each page, not equal thirds.

What the guides mean

- Red outer line and pale tint: the bleed edge, 3mm outside the trim.
- Blue solid line: the trim, where your job is cut.
- Green dotted line: the safe area, 3mm inside the trim.
- Pink dashed line: a fold. Keep text 3mm away from it on both sides.

How to use it

1. Make your artwork at 303 x 216mm, which is the trim size plus 3mm bleed on every side.
2. Run backgrounds, colours and photos out to the red bleed edge, so there is no white edge after cutting.
3. Keep all text and logos inside the green dotted safe area.
4. Put the outside on the first page and the inside on the second page.
5. Take these guides and this instruction page off before you export. Do not upload this template.
6. Best: export a PDF (up to 50MB), in CMYK if your software can, with all fonts embedded.
7. Or send a JPEG or PNG at 300dpi, at the full artwork page size above. These are flat images, so check every word is sharp before you send it.

This page and the coloured guides are for working over only. They do not print. Smith Bros Printers checks every file before anything is printed.