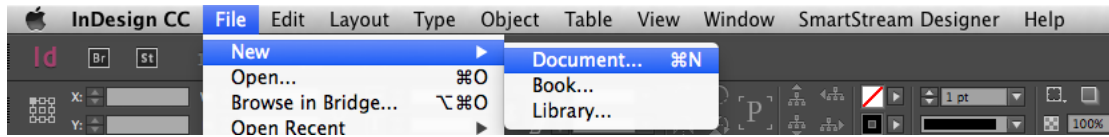


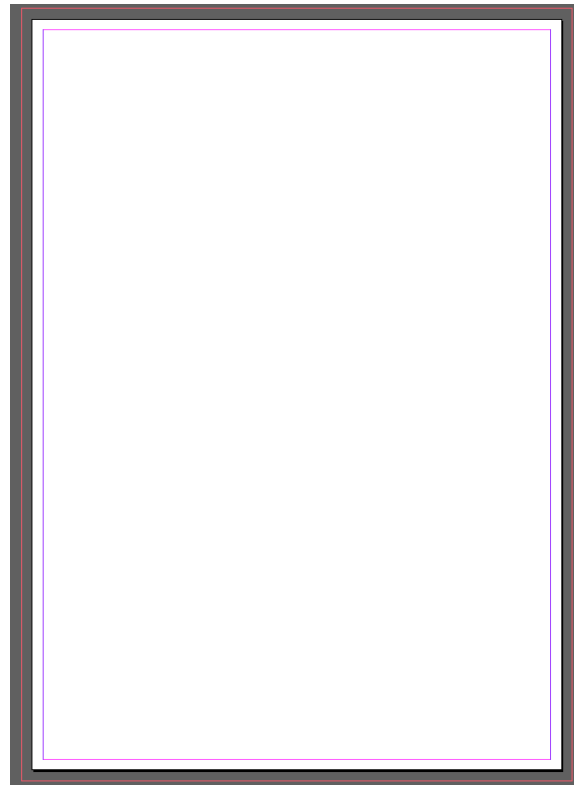
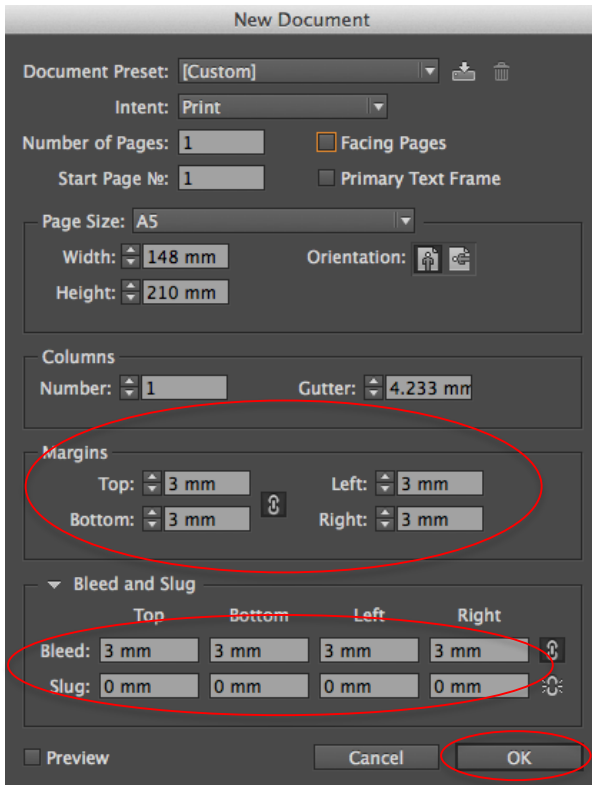
Adobe InDesign File setup

1. Create a new document using InDesign.

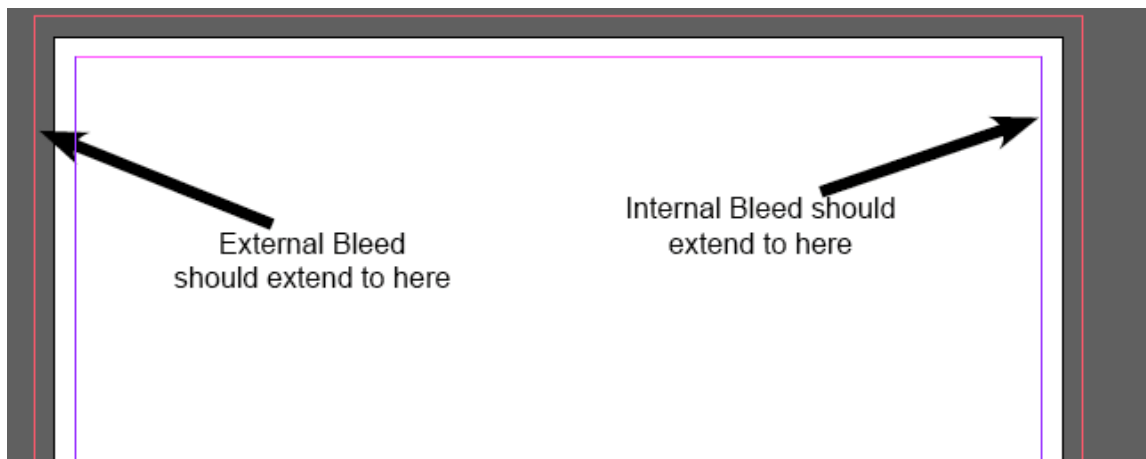


Specify the final trimmed size of your product as the document size
Apply a 3mm internal margin to indicate internal bleed
Ensure external Bleed is set to 3mm minimum.

Z



2. Create your artwork.
Keep any images and text **not** coming to the document edge inside the 3mm internal margin
Any images on the document edge should bleed over the edge by 3mm.



Adobe InDesign File setup

External Bleed should extend to here

For stationery (letterheads and with comp slips), business cards, notepads, flyers, brochures, posters, promotional cards, folders and booklets, when you want a naturally recycled appearance. Internal Bleed should extend to here

Envirocare
Environmental paper 115* 150 300*