

**Bleed Area:** All artwork must include a 3mm bleed on all sides. All images or colours that print to the edge of the page should be extended beyond the trim by a minimum of 3mm on each edge. This will eliminate any unprinted gaps on the edge of the document when it is trimmed to size. Do not place any content you wish to appear on your document in the bleed area as it will be trimmed off.

**Safe Area:** Place any text, logos, borders or folios at least 5mm from the trim edge of the page. Elements placed in this area will run very close to the edge of the document and possibly get trimmed off.

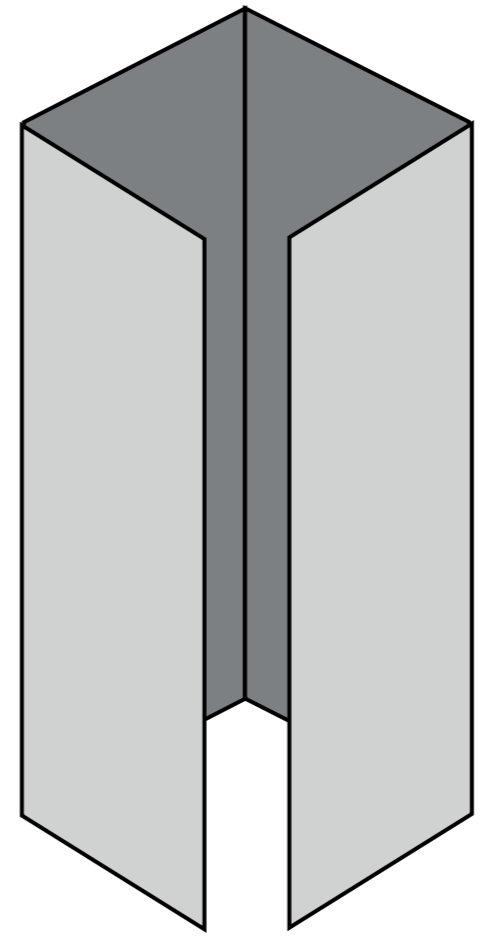
**Trim Line/Finished size:** This is the dimensions of a printed document in its final form. It is equal to the Flat Size or Trim Size of an unfolded document and the Folded Size of a folded document. Anything placed outside of this area will be trimmed off.

**Fold Line:** This is the fold line for your document. Keep all text at least 5mm away from this line.



**OUTER SPREAD**  
**A4 8pp Portrait**  
**4-Panel Double Gate Fold**

Flat Size: 297 mm x 838 mm  
 Folded Size: 297 mm x 210 mm



297mm

209mm  
Page 7

210mm  
Page 8 BACK

210mm  
Page 1 FRONT

209mm  
Page 2

297mm

209mm  
Page 3

210mm  
Page 4

210mm  
Page 5

209mm  
Page 6

**INNER SPREAD**

**A4 8pp Portrait  
4-Panel Double Gate Fold**

Flat Size: 297mm x 838mm  
Folded Size: 297mm x 210mm

Need help?  
**01892 511678**  
[www.bkt.co.uk](http://www.bkt.co.uk)