To create an **A4 PORTRAIT** document in Microsoft Word with bleed:

1. This document is slightly larger than A4 and will allow you to create a document with bleed.
2. The BLUE AREA is the BLEED AREA which will be cut off once all the printing has been finished.
3. The YELLOW AREA is the SAFE AREA where no text or important data should appear as this would be too close to the edge and there could be a risk of it being cut off. The outer edge of the YELLOW AREA represents the edge of the guillotined sheet.
4. Place your background images etc. up to the edge of the sheet so that they overlap to the outer edge of the BLUE AREA.
5. Make sure all text and important data is kept within the WHITE AREA.
6. Now make a copy of this document (to refer to if needed) and then delete this text and you are ready to get started.
7. When we receive your document we will remove the blue & yellow areas ourselves.