To create THE OUTSIDE of an **A4 TRI-FOLD** document in Microsoft Word with bleed:

This is sometimes referred to as a DL LEAFLET.

This is **NOT** a Z-FOLD or GATE-FOLD LEAFLET.

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 **ORANGE 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 **ORANGE AREA** represents the edge of the guillotined sheet.
4. The **PURPLE AREA** is where the document will be folded so it is advisable to keep any text centred in the white area and kept outside of the **PURPLE AREA** unless you actually want it to go across the fold.
5. Place your background images etc. right up to the edge of the sheet so that they overlap to the outer edge of the **BLUE AREA.**
6. Make sure all text and important data is kept within the WHITE AREA.
7. Now make a copy of this document (to refer to if needed) and then delete this text box and you are ready to get started.
8. When we receive your document we will remove the blue, oranage & purple areas ourselves.
9. There is a separate template for you to download for the **INSIDE** of an A4 Tri-Fold document.

OUTSIDE BACK PANEL OUTSIDE CENTRE PANEL OUTSIDE FRONT PANEL

DELETE THIS TEXT BOX BEFORE FINALISING YOUR DESIGN