

 **Uncle Ming** since 1986  
**Uncle Ming's Gallery** 明心齋



# MISC. TEMPLATES FOR THE REFERENCE IN ARTWORK PRODUCTION AND PRINTING

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Tel.: (852) 2365 9900, (852) 27662244, (852) 2334 9800 Fax.: (852) 2766 2200 E-mail: [umgllery@hkstar.com](mailto:umgllery@hkstar.com)

**A0(841x1189mm)**

**A1(594x841mm)**

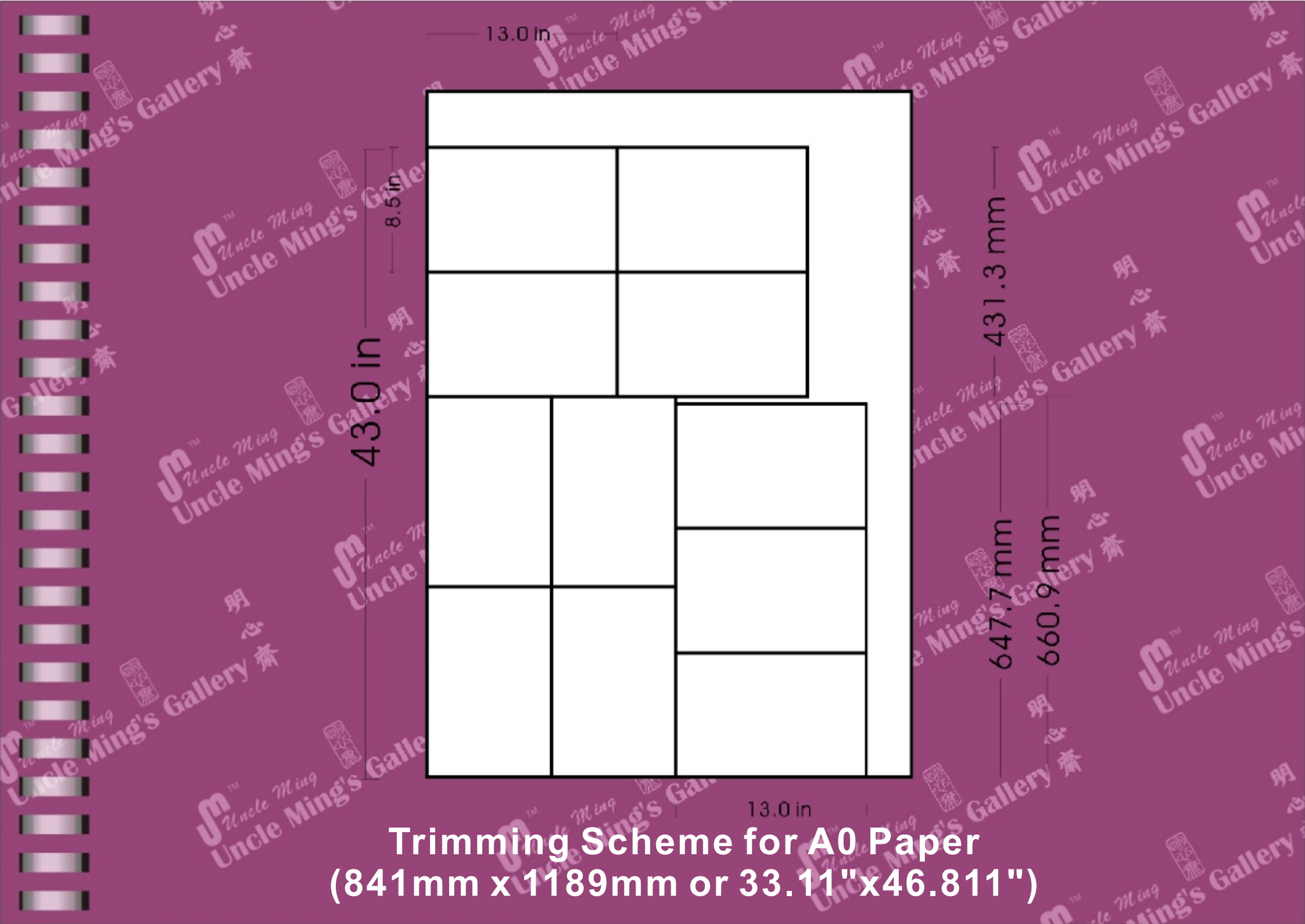
**A2(420x594mm)**

**A3(297x420mm)**

**A4(210x297mm)**

**A5  
(148.5x210mm)**

**Paper Scale (A Scale)**



13.0 in

43.0 in

8.5 in

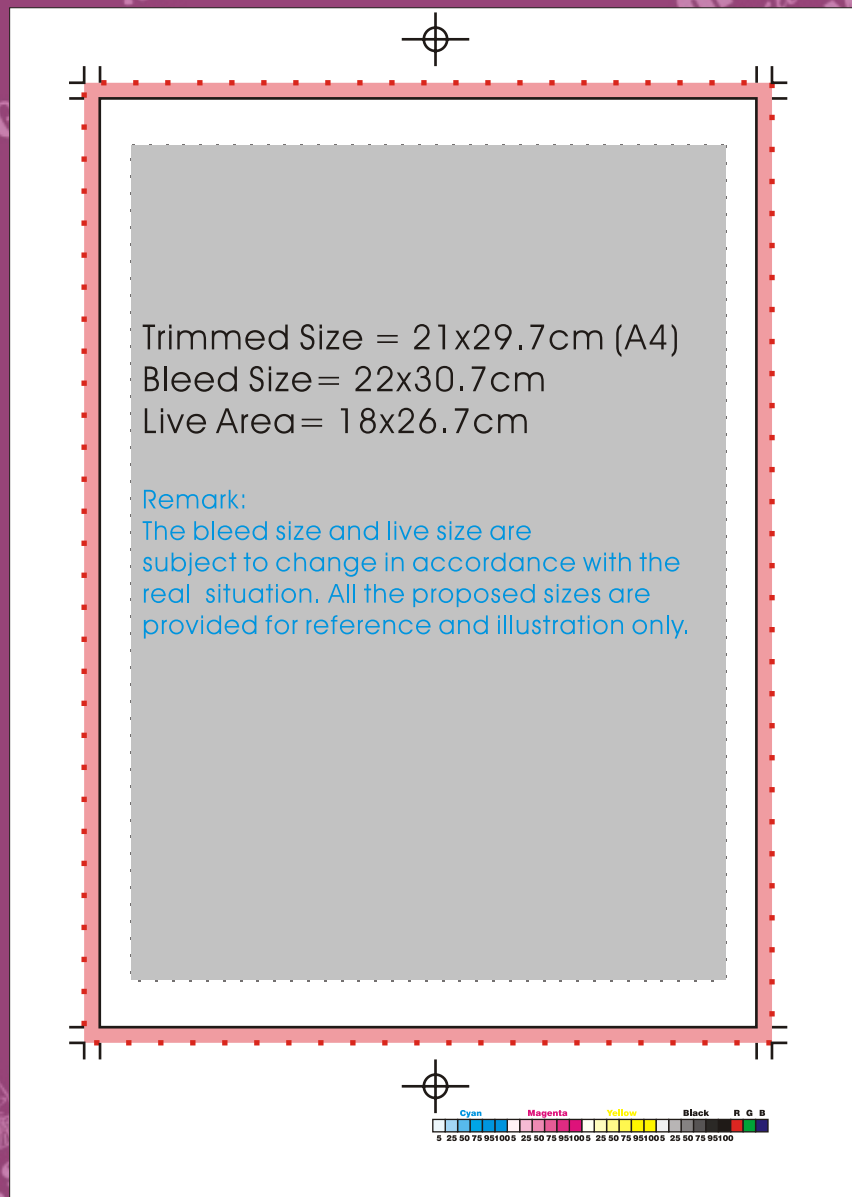
431.3 mm

647.7 mm

660.9 mm

13.0 in

**Trimming Scheme for A0 Paper  
(841mm x 1189mm or 33.11"x46.811")**



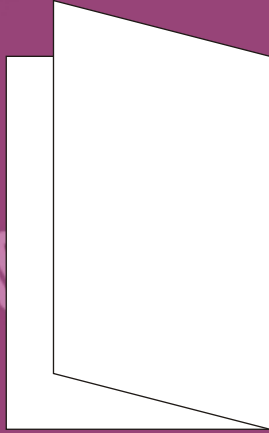
In producing an artwork for leaflet or full page advertisement, the artwork must be a little bit bigger than the actual size of the final trimmed printing product. By printing outside the viewable area of the printing, odd white border on the margin will be avoided after the raw printing in bleed size is trimmed to its right size (i.e. trimmed size).

The artwork must include the crop marks on the 4 corners to show the trimmed size. It would look better and more professional if cross hairlines and color swatch are put on the margin for output reference. Some publication software can generate the crop marks, cross hairlines and color swatch automatically and put them in the right place supposing that the document size is set correctly. Therefore, it is a good habit to set the document size exactly the same as the trimmed size of the printing product.

It should also be note that don't put important content like text too close to the margin. They will look awkward when the printing is trimmed or even cut away by the trimmer. The area suitable for inserting text or critical visual content is called live area in printing jargon.

- Live Area (area for inserting readable content like text)
- Trimmed Size (The actual size of printing)
- Bleed Size (The size of artwork for output to film or plate)

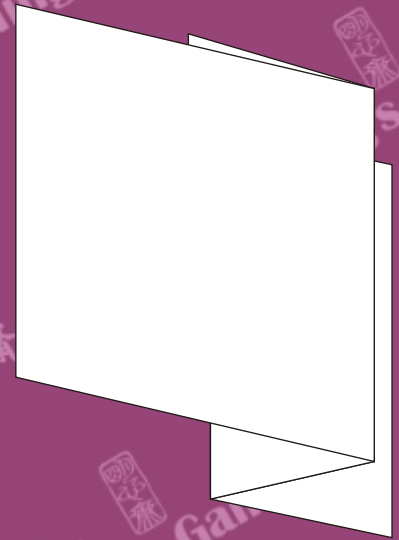
## Artwork Template (Show Bleed Size, Trimmed Size & Live Area)



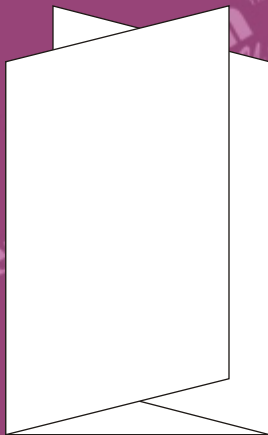
單對摺



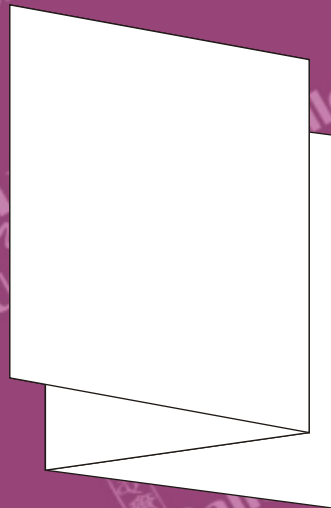
雙對摺



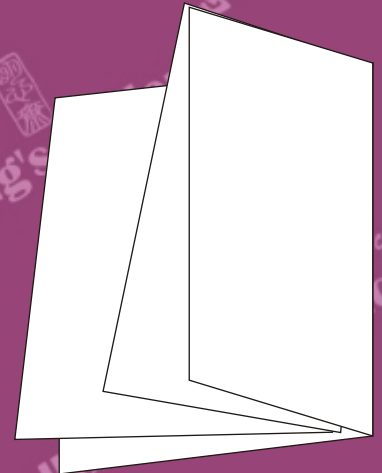
風琴摺(不對稱)



荷包摺

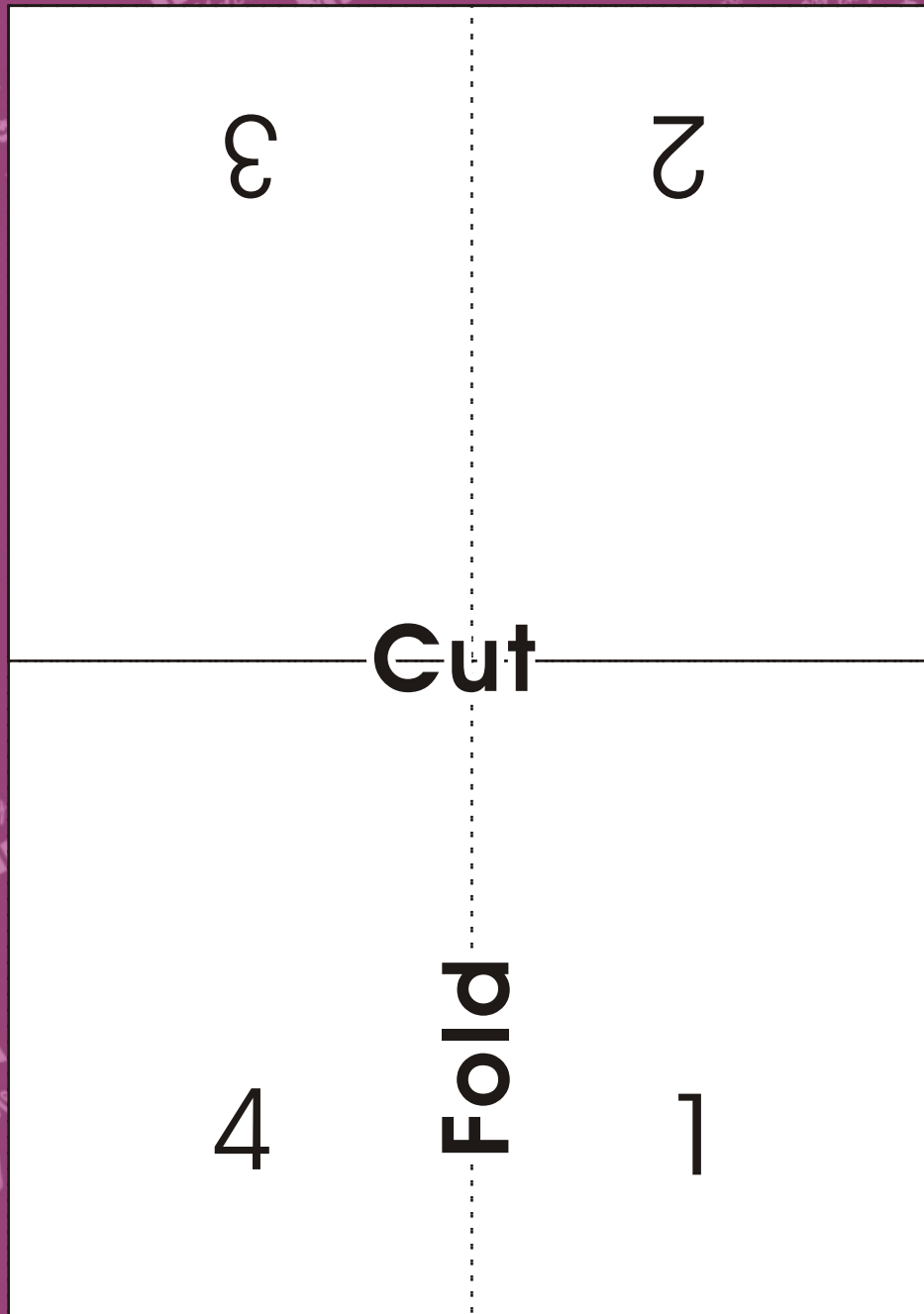


風琴摺

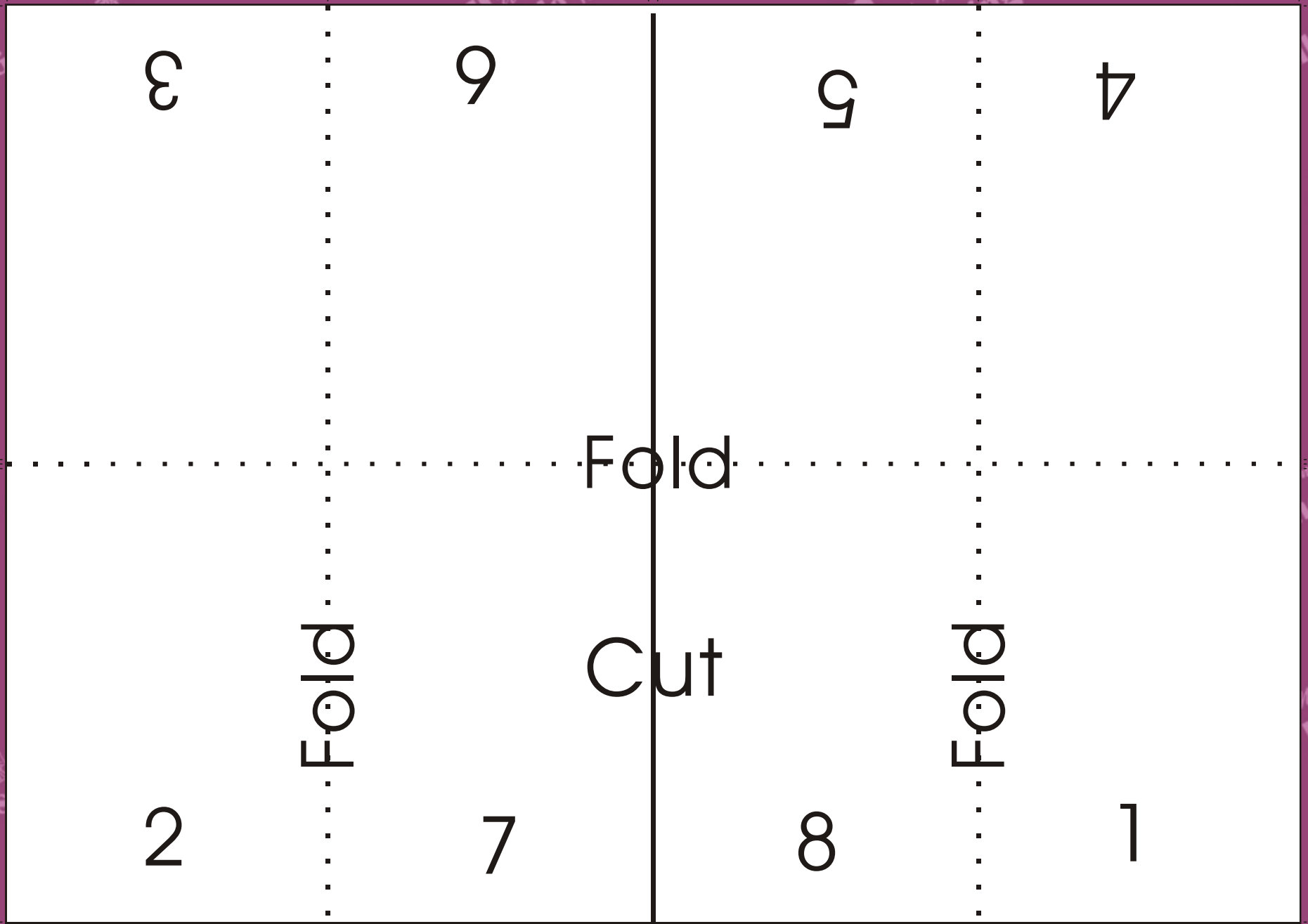


十字摺

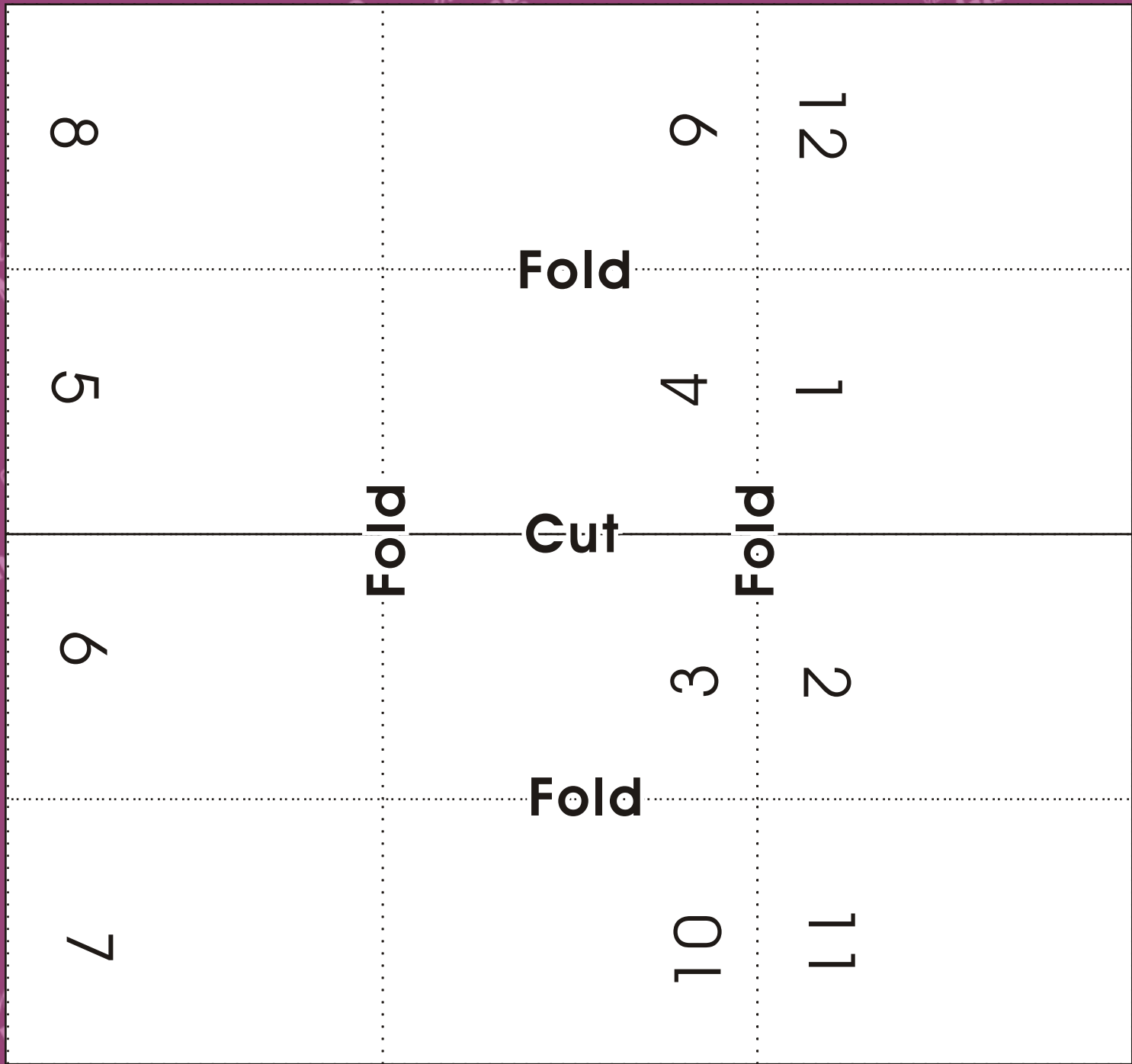
Folding Scheme



Booklet Imposition Template: 4-page Work And Turn

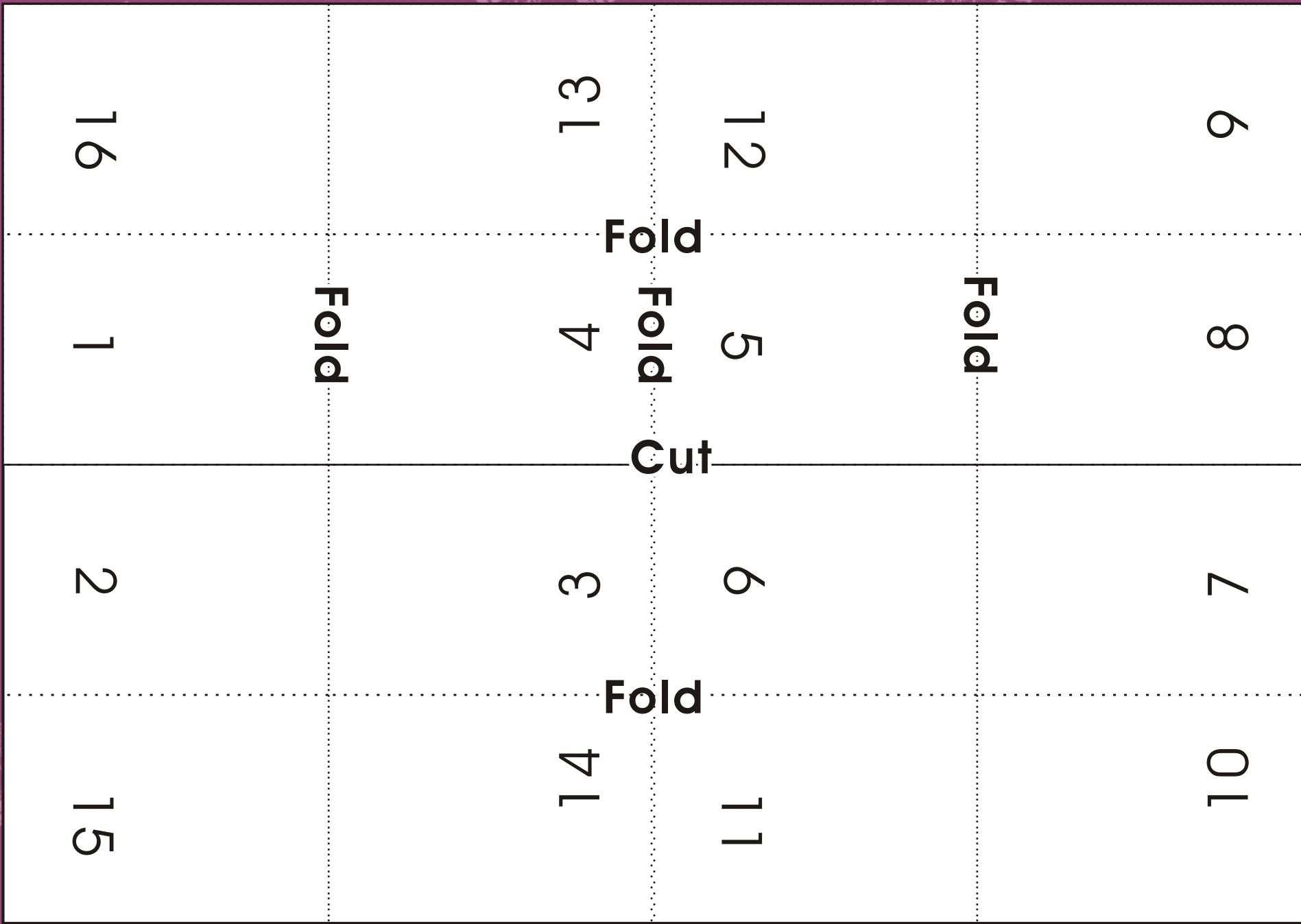


Booklet Imposition Template: 8-page Work And Turn



**Booklet Imposition Template: 12-page Work And Turn**





Booklet Imposition Template: 16-page Work And Turn



**Border**