

Technical Help

How to supply your own artwork

The easiest and fastest way to supply files to us for printing is by email to our studio. Large files can be alternatively uploaded to our public folder. (You will need to contact us for a password to do this)

You should be able to create your own artwork with any application you choose, as long as your finalised design is saved as a PDF (Portable Document Format) file, preferably using a PDF distilling program such as Adobe Acrobat Distiller.

Please allow a minimum 3mm bleed around all the edges to allow for grip and trim.

Images and pages should be created using CMYK colourspace at minimum 300dpi resolution.

Depending on the program that you use, text may need to be turned into outline paths. We will be able to advise you about this if needed.

Paper Sizes - trimmed paper formats

The following tables show the width and height of all ISO A and B paper formats, as well as the ISO C envelope formats. Dimensions are shown in millimeters and inches:

A Series Formats	B Series Formats	C Series Formats
4A0 1682 × 2378	–	–
2A0 1189 × 1682	–	–
A0 841 × 1189	B0 1000 × 1414	C0 917 × 1297
A1 594 × 841	B1 707 × 1000	C1 648 × 917
A2 420 × 594	B2 500 × 707	C2 458 × 648
A3 297 × 420	B3 353 × 500	C3 324 × 458
A4 210 × 297	B4 250 × 353	C4 229 × 324
A5 148 × 210	B5 176 × 250	C5 162 × 229
A6 105 × 148	B6 125 × 176	C6 114 × 162
A7 74 × 105	B7 88 × 125	C7 81 × 114
A8 52 × 74	B8 62 × 88	C8 57 × 81
A9 37 × 52	B9 44 × 62	C9 40 × 57
A10 26 × 37	B10 31 × 44	C10 28 × 40

A Series Formats	B Series Formats	C Series Formats
4A0 66 1/4 × 93 5/8	–	–
2A0 46 3/4 × 66 1/4	–	–
A0 33 × 46 3/4	B0 39 3/8 × 55 3/4	C0 36 × 51
A1 23 3/8 × 33	B1 27 3/4 × 39 3/8	C1 25 1/2 × 36
A2 16 1/2 × 23 3/8	B2 19 3/4 × 27 3/4	C2 18 × 25 1/2
A3 11 3/4 × 16 1/2	B3 13 7/8 × 19 3/4	C3 12 3/4 × 18
A4 8 1/4 × 11 3/4	B4 9 7/8 × 13 7/8	C4 9 × 12 3/4
A5 5 7/8 × 8 1/4	B5 7 × 9 7/8	C5 6 3/8 × 9
A6 4 1/8 × 5 7/8	B6 4 7/8 × 7	C6 4 1/2 × 6 3/8
A7 2 7/8 × 4 1/8	B7 3 1/2 × 4 7/8	C7 3 3/16 × 4 1/2
A8 2 × 2 7/8	B8 2 1/2 × 3 1/2	C8 2 1/4 × 3 3/16
A9 1 1/2 × 2	B9 1 3/4 × 2 1/2	C9 1 5/8 × 2 1/4
A10 1 × 1 1/2	B10 1 1/4 × 1 3/4	C10 1 1/8 × 1 5/8

Paper Sizes - untrimmed paper formats

All A and B series formats described so far are trimmed paper end sizes, i.e. these are the dimensions of the paper delivered to the user or reader. Other ISO standards define the format series RA and SRA for untrimmed raw paper, where SRA stands for "Supplementary Raw format A". These formats are only slightly larger than the corresponding A series formats. Sheets in these formats will be cut to the end format after binding. The ISO RA0 format has an area of 1.05 m² and the ISO SRA0 format has an area of 1.15 m². These formats also follow the sqrt(2)-ratio and half-area

rule, but the dimensions of the start format have been rounded to the full centimeter. The common untrimmed paper formats that printers order from the paper manufacturers are:

RA Series Formats	SRA Series Formats
RA0 860 × 1220	SRA0 900 × 1280
RA1 610 × 860	SRA1 640 × 900
RA2 430 × 610	SRA2 450 × 640
RA3 305 × 430	SRA3 320 × 450
RA4 215 × 305	SRA4 225 × 320

Application examples

The ISO standard paper size system covers a wide range of formats, but not all of them are widely used in practice. Among all formats, A4 is clearly **the** most important one for daily office use. Some main applications of the most popular formats can be summarized as:

A0, A1	technical drawings, posters
A1, A2	flip charts
A2, A3	drawings, diagrams, large tables
A4	letters, magazines, forms, catalogs, laser printer and copying machine output
A5	note pads
A6	postcards
B5, A5, B6, A6	books
C4, C5, C6	envelopes for A4 letters: unfolded (C4), folded once (C5), folded twice (C6)
B4, A3	newspapers, supported by most copying machines in addition to A4
B8, A8	playing cards

Envelope formats

For postal purposes, ISO 269 and DIN 678 define the following envelope formats:

Format	Size [mm]	Content Format
C6	114 × 162	A4 folded twice = A6
DL	110 × 220	A4 folded twice = 1/3 A4
C6/C5	114 × 229	A4 folded twice = 1/3 A4
C5	162 × 229	A4 folded once = A5
C4	229 × 324	A4
C3	324 × 458	A3
B6	125 × 176	C6 envelope
B5	176 × 250	C5 envelope
B4	250 × 353	C4 envelope
E4	280 × 400	B4

The DL format is the most widely used business letter format. DL probably originally stood for "DIN lang", but ISO 269 now explains this abbreviation instead more diplomatically as "Dimension Lengthwise". Its size falls somewhat out of the system and equipment manufacturers have complained that it is slightly too small for reliable automatic enveloping. Therefore, DIN 678 introduced the C6/C5 format as an alternative for the DL envelope.

Window envelopes, A4 letterheads, folding marks and standard layouts

BS 4264 specifies that the transparent window on a DL envelope should be 93 × 39 mm large. Its top-left corner should be located 20 mm from the left margin and 53 mm from the top margin of the envelope. BS 1808 specifies an 80 × 30 mm large address panel on the letterhead. Its top-left corner is located 20 mm from the left margin and 51 mm from the top margin of the page. The address panel is embedded inside a 91 × 48 mm large exclusion zone whose top left corner is located 20 mm from the left margin and 42 mm from the top margin of the page. In other words, the area 9 mm above and below and 11 mm right of the address panel should be kept clean of any other printing.

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