CQ™
printing for good

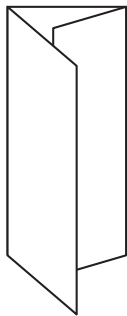**RECYCLE ME!**

BROCHURE GUIDE

Are You Creating a Brochure?
The diagrams below will help you set up your document to the correct finished size for printing and folding.
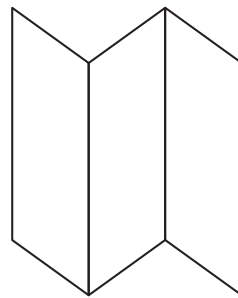
Checklist
- Is your brochure designed to standard A4 page dimensions or a custom size?
- Is your brochure full colour or black and white?
- Does your brochure have colour bleeding off the edge? *If so, please allow 3mm bleed on all sides.*
- Have you specified the way you want your brochure to fold? e.g. '3 Panel Fold', 'Z Fold', Gate Fold etc.
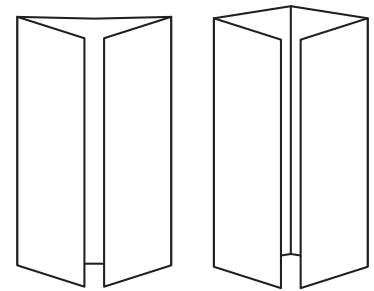
Three Panel Fold
(Standard DLE Fold)
Standard brochure format, with three panels that fold to fit a DL envelope.

Z Fold or Concertina
This is a Z fold when there are three panels. Panels zig-zag like an accordion.

Gate Fold
Four panels. The two outside panels meet in the centre and then the brochure can be folded again down the centre of the page (image 2).
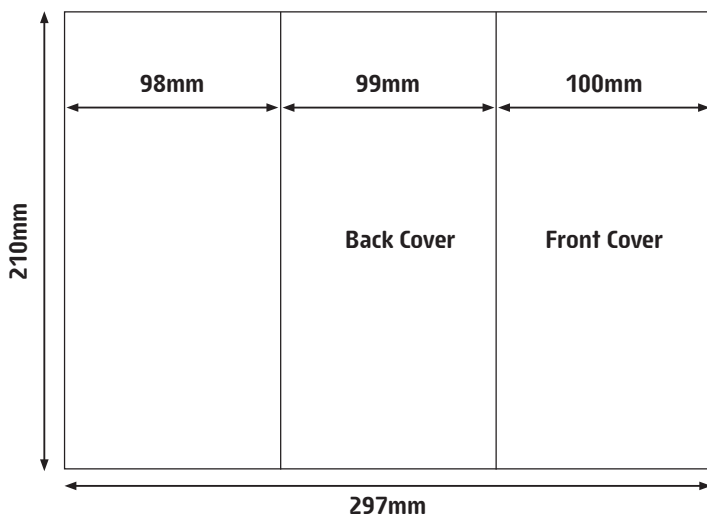
Setting up a Three Panel Brochure - (Folded to DL)
Using an A4 page, use your guides to mark out the dimensions on the diagram below.

Note that the dimensions will be flipped for the second side.

Remember to add 3mm bleed in your file setup if images bleed off the edge of the page.

Side One - Front Panels

98mm	99mm	100mm
	Back Cover	Front Cover

210mm

297mm

Side Two - Inside Panels

100mm	99mm	98mm

210mm

297mm