

## Tips & Tricks

### Ready-made Envelopes

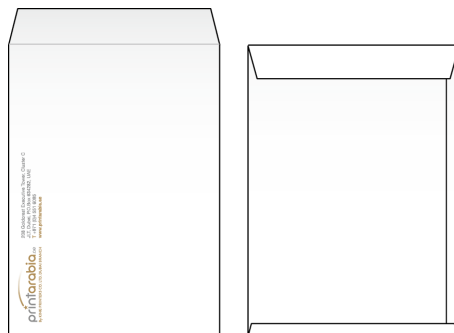
[What are ready-made envelopes?](#) | [Using the ready-made templates](#) | [Setting up your design](#)

#### What are ready-made envelopes?

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**Ready-made envelopes** are pre-folded envelopes which are ideal for small quantity print runs. Because the envelopes are pre-folded, we can run them through our digital printing machines without the need for additional production or finishings. However, they do have limitations such as the inability to print colour all the way to the edge, so we must keep a 5mm margin on all sides of these envelopes. That said, ready-made (pre-folded) envelopes are a cost-effective printing option if you're just looking for a few hundred or need them in a relatively short amount of time.

At Metro Print we carry four **ready-made envelopes** sizes, all of them are printed on 100gsm wood-free paper and come with self-sealing autoseal tape on the inside flap. Below are illustrations of the 4 pre-folded envelope sizes and shapes we offer.



**C4: 229 x 324mm**

Fits unfolded A4 sheets



**C5: 162 x 229mm**

**Fits unfolded A5 sheets or  
A4 sheets folded in half**



**DL: 225 x 115mm**

**Fits A4 sheets folded into  
thirds or compliment slips**



**C6: 114 x 162mm**

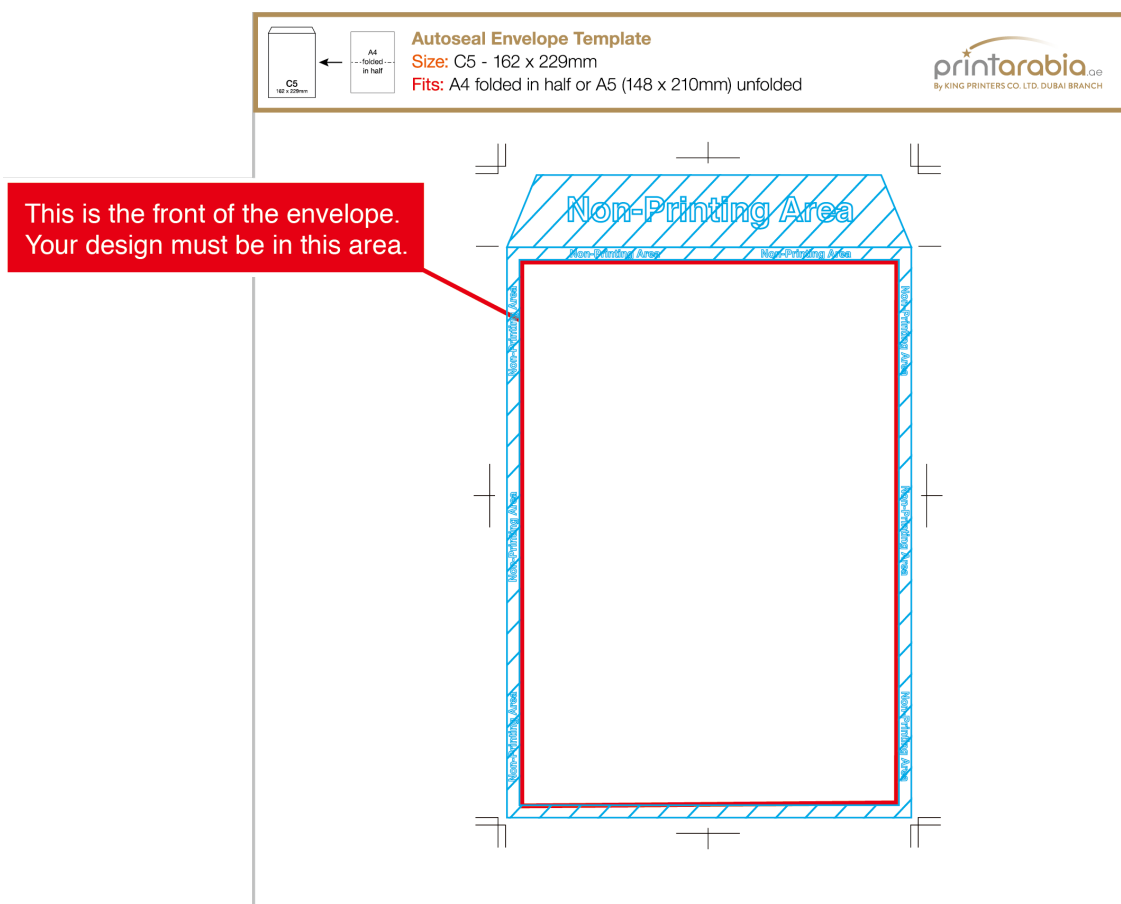
**Perfect for A6 postcards, A5 folded in  
half or A4 sheets folded into quarters**

## Using the ready-made templates

When opening one of our [ready-made envelope](#) templates, you will see the envelope shape set as guides. If you do not see anything other than the trim marks you need to enable your guides. From the View menu, choose Guides > Show Guides.

Marked in blue below, you can see the non-printing zone. The front side of the envelope

has a 5mm margin on all sides which cannot have any designs on top, so your design must be kept inside of the white area highlighted in red below.



Please note: Because these are pre-folded envelopes, we cannot allow any full bleed designs (where colour extends to the edge). If you need a full bleed design you will need to order our Custom Envelopes.

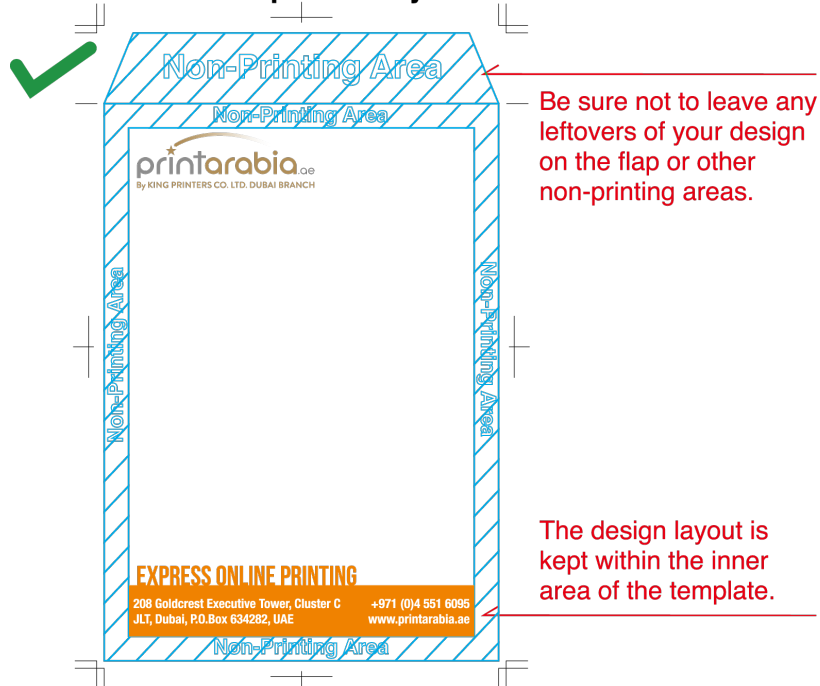
## Using the ready-made templates

When opening one of our [ready-made envelope](#) templates, you will see the envelope shape set as guides, along with some additional information. If you do not see anything other than the trim marks you need to enable your guides. From the View menu, choose Guides > Show Guides. Below is what you would see on the artboard.

**This needs some edits.**



**This is print ready.**



**If you have any questions or concerns about your design and our templates, please feel free to contact our support team. We would be happy to hear from you!**