



## HOW TO CHOOSE - Paper

**Make sure you create the right impression - by choosing the correct paper. Think of your recipient - the feel, weight and colour are all important aspects to make sure you get your message across. Also remember your output media and choose a paper that is best suited for that type of machine.**

### Volume Copier and Laser Paper, Pages 40-44.

Ideal for general office uses such as black and white copying and printing. Compatible with laser printers, photocopiers and fax machines.

Use for internal memos, reports and letters. Includes recycled papers.



### Multifunctional Office Papers, Page 44.

A wide array of multifunctional and premium multifunctional office papers.

Suitable for use on most machines, especially colour printers and photocopiers. Perfect for reports, colourful presentations and external communications. Use heavier weight papers for a superior look and feel.



### Colour Inkjet and Laser Papers, Pages 45, 46.

For high quality colour documents from colour inkjet and laser printers. These heavier grades of paper enhance colour contrast and image reproduction for a superior look. Perfect for reports, presentations, letterheads and all desktop publications.



### Speciality Inkjet and Photo Papers, Pages 47-52.

For excellent colour inkjet results. Reproduce photographs, create superior quality colour presentations, newsletters, brochures, greetings cards, even print your own message or image onto a T-Shirt.



### Coloured Papers, Pages 56-58.

Brighten up both internal and external communications with our range of eye-catching colourful office papers. Available in several weights and sizes.

Perfect for colourful mailings, notices, programmes, as well as colour coding internal filing and communications.



## Standard Paper Sizes

### Paper 'A' Sizes

A0 - 1189 x 841mm (46<sup>3</sup>/<sub>4</sub>" x 33<sup>1</sup>/<sub>8</sub>" )

A1 - 841 x 594mm (33<sup>1</sup>/<sub>8</sub>" x 23<sup>3</sup>/<sub>8</sub>" )

A2 - 594 x 420mm (23<sup>3</sup>/<sub>8</sub>" x 16<sup>1</sup>/<sub>2</sub>" )

A3 - 420 x 297mm (16<sup>1</sup>/<sub>2</sub>" x 11<sup>3</sup>/<sub>4</sub>" )

A4 - 297 x 210mm (11<sup>3</sup>/<sub>4</sub>" x 8<sup>1</sup>/<sub>4</sub>" )

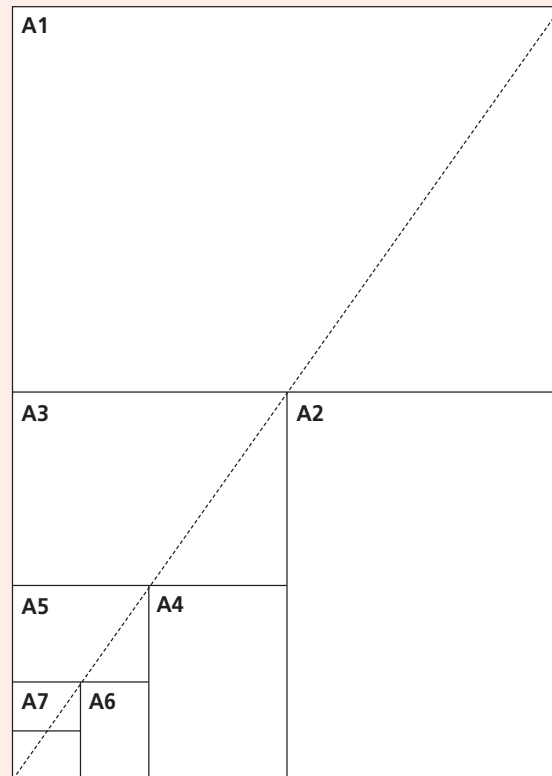
A5 - 210 x 148mm (8<sup>1</sup>/<sub>4</sub>" x 5<sup>7</sup>/<sub>8</sub>" )

A6 - 148 x 105mm (5<sup>7</sup>/<sub>8</sub>" x 4<sup>1</sup>/<sub>8</sub>" )

A7 - 105 x 74mm (4<sup>1</sup>/<sub>8</sub>" x 2<sup>7</sup>/<sub>8</sub>" )

**To convert inches to millimetres - multiply by 25.4**

**To convert millimetres to inches - multiply by 0.0394**



We also have an extensive range of additional paper products including: Printable Business Cards; Bank, Carbon and Listing papers; Certificate and Designer papers; Business and Letterhead papers and much much more...