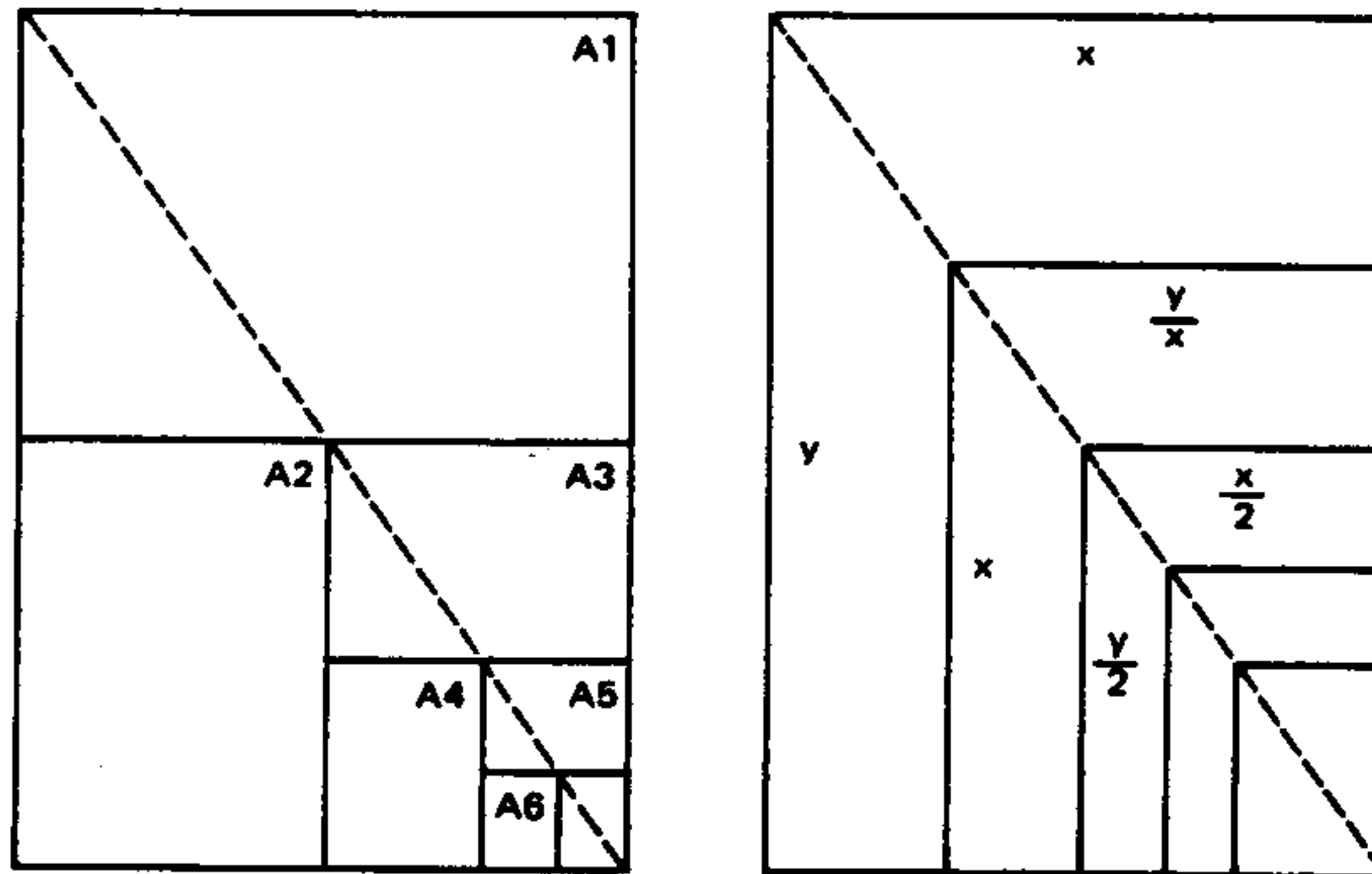


**INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)
PAPER SIZES**



One advantage in using ISO standard paper sizes is that each size in the "A" range is half the *area* of the preceding size (using the squared dimensions), but the proportion remains the same.

DIMENSIONS OF SOME ISO STANDARD PAPER SIZES

<i>ISO Paper Size Designation</i>	<i>ISO Paper Dimensions</i>	<i>Approx Equivalent in Inch-Pound Measurements</i>
A0	841 mm by 1189 mm	33.1 by 46.8 inches
A1	594 mm by 841 mm	23.4 by 33.1 inches
A2	420 mm by 594 mm	16.5 by 23.4 inches
A3	297 mm by 420 mm	11.7 by 16.5 inches
A4*	210 mm by 297 mm	8.3 by 11.7 inches
A5	148 mm by 210 mm	5.8 by 8.3 inches
A6	105 mm by 148 mm	4.1 by 5.8 inches

The A4 size of paper stock is the international standard letterhead size. This size is slightly narrower than the currently used 8 1/2 by 11 inch letterhead and is a little over half an inch longer.

INTERNATIONAL STANDARD PAPER SIZES

established by the International Organization for Standardization (ISO)

Following is a brief explanation of how the ISO international paper sizes are derived. More detailed information may be found on some Internet pages generated by Markus Kuhn, via: <http://www.ft.uni-erlangen.de/~mskuhn/iso-paper.html>

In giving the international sizes for paper and envelopes, the key number for a specific size of paper is preceded by an **A** or a **B**. For envelopes, the key number is preceded by a **C**. For example, the size generally used for letterheads is designated the **A4** size. An A4 size letterhead will fit into a C4 envelope. The ISO 216 standard defines international paper sizes.

You often will hear the ISO A4 paper size indicated as the "metric" letterhead size. This is a misconception because the A4 size is the *international-standard letterhead* and it is not related, at all, to the United States' transition to the use of the metric system as our nation's only measurement system. However, it *is* related to our nation's adopting international standards.

The ISO A4 size measures 210 mm by 297 mm (approx 8.3" x 11.7")

The ISO C4 envelope measures 229 mm by 324 mm (approx 9.01" x 12.8")

The ISO A series paper sizes begin with a piece of paper that has the area of 1 m². It measures 1682 mm x 2378 mm and is called the A0 size. Dividing the A0 size into 2 equal pieces yields two A1 sizes. Dividing the A1 size into 2 equal pieces yields the A2 size. The other sizes, down to A10, are obtained in the same way: by dividing the previous size into 2 equal pieces.

Using A4 size paper in the U.S.

Because the A4 size paper is slightly narrower and a little longer than the standard 8 1/2 inch by 11 inch letterhead size used in the U.S., a few problems may be encountered when using the A4 size:

- For filing in the U.S. standard-size file folders: Care must be taken to center the A4 page in the folder to keep from fraying its edges.
- For placement in a 3-hole notebook: If a hole-punched A4 letterhead is received from a foreign customer, it probably will be 2-hole punched, so will not fit into the U.S. standard 3-hole binder unless it is re-punched.
- For FAXing an A4 size page: If the recipient of your FAX is not set up for receiving A4 size copy (and most recipients won't have their FAXes set up with A4 size paper), the bottom part of the A4 page you send may print on a 2nd page, sometimes cutting off in the middle of a line of type.
- When making overhead transparencies from data on an A4 size page: The A4 page data may require reduction to make it fit on a standard 8 1/2" x 11" transparency.
- When copying data from A4 size paper onto 8 1/2" x 11" paper, some of the data on the A4 paper will be lost unless the copier can be set for a slight reduction.
- The A4 size letterhead requires special folding to fit into our No. 10 size envelopes.