



8.5" x 11" Booklet

All booklets need to have a page count divisible by four necessary for production, starting at 8 pages total.

SAFE MARGIN: Your file needs to include a 0.125" safe margin necessary for production. Safe margin is the area around the edge of the sheet. All important elements (text, logos etc.) should not extend beyond this margin or they may be cut off.

TRIM LINE (Finished Size): This is where your artwork will be trimmed.

BLEED: Your file needs to include a 0.125" bleed necessary for production. Bleed is printing that goes beyond the edge of the sheet after trimming.

FOLD LOCATIONS: Orange lines indicate where the fold(s) will be.

- If your software does not allow you to make bleeds. Please make your document page size large enough to make room for crop marks and bleeds.
- Please follow our File Setup Requirements for saving print files, located on our website.
- **IMPORTANT**
Please remove our guidelines/ instructions before submitting your files, or else they will be printed. All text should be converted to outlines.

