## **LEFT GATE (2.744")**

## **OUTSIDE**



Size: 8.5" x 11" Folded Size: 8.5" x 5.513"

**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.

2.744"

8.257"

## **INSIDE**



Size: 8.5" x 11" Folded Size: 8.5" x 5.513"

**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.

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