



# HALF-FOLD BROCHURE

Size: 11" x 8.5"

Folded Size: 5.5" x 8.5"

**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.

5.5"

# INSIDE

- 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.



# HALF-FOLD BROCHURE

Size: 11" x 8.5"

Folded Size: 5.5" x 8.5"

**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.

5.5"

## OUTSIDE

- 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.