



**Please delete template layer  
before saving and submitting file.**

## **1 TRIM**

Make your document size be the final **TRIM** size of 4x11.

## **2 SAFE**

All important text/information needs to be within this area. Set document margins (or draw guides) for the **SAFE** area to be 0.3in.

TOP: 2.3in  
LEFT: 0.3in  
BOTTOM: 10.7in  
RIGHT: 3.7in

Final size of **SAFE** area would be  
**3.4in x 8.4in**

## **3 BLEED**

If you have elements that go all the way up to the edge of the **TRIM** size (such as a block of color, or a photo), you will need to provide **BLEED**. Set document margins (or draw guides) for the **BLEED** area to be .125in **BEYOND** the **TRIM**.

TOP: -0.125in  
LEFT: -0.125in  
BOTTOM: 11.125in  
RIGHT: 4.125in

Final size of **BLEED** area would be  
**4.25in x 11.25in**

**Be sure to export PDF with  
crop marks and 1/8" bleed.**