1 **TRIM**
Make your document size be the final **TRIM** size of **12 inches x 6 inches**

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

TOP: 0.3 inches
LEFT: 0.3 inches
BOTTOM: 5.7 inches
RIGHT: 11.7 inches

Final size of **SAFE** area would be **11.4 inches x 5.4 inches**

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** are to be .125 inches **BEYOND** the **TRIM**.

TOP: -0.125 inches
LEFT: -0.125 inches
BOTTOM: 6.125 inches
RIGHT: 12.125 inches

Final size of **BLEED** area would be **12.25 inches x 6.25 inches**