1 TRIM
Make your document size be the final **TRIM** size of **11 inches x 8.55 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: 8.2 inches
RIGHT: 10.75 inches

Final size of **SAFE** area would be **7.9 inches x 10.5 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: 8.625 inches
RIGHT: 11.125 inches

Final size of **BLEED** area would be **11.25 inches x 8.75 inches**

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