

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

1 TRIM

Make your document size be the final **TRIM** size of 8.5x11.

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: 0.3in
LEFT: 0.3in
BOTTOM: 10.7in
RIGHT: 8.2in

Final size of **SAFE** area would be **7.9in x 10.4in**

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: 8.625in

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

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