



The blue line marks the "safe area". It is 1/8" inside the edge of your printed piece. Keep any wording or important parts of your artwork within this area to prevent it from being trimmed.

outside → ← inside

outside → ← inside

If your software does not do this for you, make the page size large enough to make room for crop marks and bleed.

Do not put a box on the page to show the size of your brochure. Instead, include crop marks on all four corners to show us where to cut your printed piece.

The grey area is the size of your printed piece after it has been trimmed.

This sample document is setup as a landscape 8.5x11 (letter) sized sheet. You can choose any reasonable size.

You may choose to print any sized piece you wish, but please follow the guidelines in this example for page size, crop, bleed, and safe area.

These dotted green lines represent the fold lines. In this example, we are showing a tri-fold or z-fold. If your brochure or flyer is to be folded, you should design your document with this in mind.

The exact fold locations for an 11" x 8.5" trifold brochure are as follows:  
Outside (from the left) - 3.625" and 7.3125"  
Inside (from the left) - 3.6875" and 7.375"  
For other trifold sizes, divide by 3 then subtract .0625" from the short panel and add .03125" to the other two. We do offer a number of folding options, including custom folds. If you're not sure exactly how the folds will line up, contact our customer service department for advice.

The orange area is the bleed area. It overlaps the printed area of the page by at least 1/8" on all sides. Your artwork should fill this area if you expect the printing to go all the way to the edge of your printed piece.