

BACK

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

1 TRIM

Make your document size be the final **TRIM** size of 11x17in

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: 16.7in

Final size of **SAFE** area would be **16.4inx 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: 17.125in

Final size of **BLEED** area would be **17.25in x 11.25in**

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

FRONT

FOLD

INSIDE LEFT

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INSIDE RIGHT

FOLD