

inside top left

inside top right

Safety Area

Trim Line

Bleed

5.5" x 8.5" Brochure, Quarter-fold – Vertical (inside); 11" x 17" when unfolded

Use this template as a guide for the placement of text and images.

score for fold

Be sure to open or import template files at 300 DPI.

Place your artwork 1/8" away from the **trim line** and within the **safety area** as represented by the **blue dashed line**.

If your project requires printing to the edge after trimming, you **MUST** extend your artwork to the **outer edge** of the **light blue shaded area** for proper bleed.

Anything in the **light blue shaded area** will be trimmed off.



score for fold

inside front cover

inside back cover