

# Tri Fold - Outside Template

8.5 x 11

## Page 4

Blue Line — Indicates a safe zone for the text.  
Don't put the text over the blue line it will be  
cut off.

Red Line — Indicates the Cut or the Final Size  
of the document.

Perforated Red Line — Indicates Fold Line

Green Area — Indicates the Bleed area.  
Bleed is extended background around the  
edges which is cut off after printing  
to prevent not showing white lines around the  
edges.

In general you need to add .125" (1/8") bleed  
around the edges to the page size.  
For example the file size for the 8.5x11  
Brochure will be 8.75x11.25.



Fold Line

BACK  
Page  
when folded

Fold Line

FRONT  
Page  
when folded

Safe Zone - No Text over the Blue Line - Set Margins to .125"

# Tri Fold - Inside Template

8.5 x 11

## Page 1

Blue Line — Indicates a safe zone for the text.  
Don't put the text over the blue line it will be  
cut off.

Red Line — Indicates the Cut or the Final Size  
of the document.

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Green Area — Indicates the Bleed area.  
Bleed is extended background around the  
edges which is cut off after printing  
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edges.

In general you need to add .125" (1/8") bleed  
around the edges to the page size.

For example the file size for the 8.5x11  
Brochure will be 8.75x11.25.



Safe Zone - No Text over the Blue Line - Set Margins to .125"

## Page 2

## Page 3

Fold Line

Fold Line