REPORT-PAGE-8.5×11

SET UP AS SINGLE PAGES (NO SPREAD)

Please email us if you need to create 2-page spreads << graphics@creativecopy.net

GREEN = SAFE ZONE
All non-bleed content must stay inside the safe zone. (0.375")

YELLOW = CUT LINE.

Please note saddle-stapled booklet require pagecount multiple of four: total number pages including blanks, including inside & outside covers, must be 8, 12, 16, 20, 24, etc.

RED = BLEED.
All "off-the-edge" content must extend out to the bleed line.

MAKE YOUR PAGE SIZE
9 × 11.5"
Use the entire template image at this size <<

INSTRUCTIONS ⬇

Our templates already include bleed and crop marks.
Do not use your app's bleed or cropmarks.

1. Make your page size the size of the template. (It will be 1/2" larger in both directions than your final design size.)
2. Place the template on your page. Do not resize!
3. Place all print elements above the template.
   — Ensure **all bleed elements** (e.g. background) **reach all the way to the red "bleed" line.**
   — Ensure **all non-bleed elements** (text, borders[!], logos etc.) remain **INSIDE the green "safe zone" line.**
4. Delete/hide the template ... or if your design covers everything inside the red bleed line, you can leave the template to show crop marks.
5. Save your work as PDF. Send us the PDF.

Done! :)

< PUT EVEN PAGE NUMBERS ON THE LEFT

PUT ODD PAGE NUMBERS ON THE RIGHT >