STAIRSTEP TEMPLATE “D”

INSIDE (WHEN FOLDED)

3.75”W

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

YELLOW = CUT LINE.

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 <<

< PUT EVEN PAGE NUMBERS ON THE LEFT

VERY IMPORTANT: OBSERVE ALL STARSTEP SAFE ZONES AND BLEEDS AS INDICATED. STAIRSTEP BINDERY DOES NOT ALLOW DEVIATION FROM THESE TEMPLATES.

7.25”W

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! :)

STAIRSTEP OVERLAP

STAIRSTEP SIDEBAR SAFE ZONE

STAIRSTEP SIDEBAR BACKGROUND (IF ANY)

PUT ODD PAGE NUMBERS ON THE RIGHT >