

Don't forget to delete this layer.

If you don't delete this layer it could accidentally be printed.

← Safe Zone

← Trim Line

← Bleed

Safe Zone: You should always keep your text and important images within this area.

Trim Line: This is where your piece will be cut by the guillotine.

Bleed: If your brochure has ink that goes to the edge of the sheet you must extend your artwork to fill the red bounding box labeled bleed to ensure a clean cut.

Anything you place in the bleed area is considered extra, and will be cut off to ensure your piece isn't left with a white edge along the side of the sheet.

inside back cover

outside center

front cover



8.5 x 14"

Brochure Z-Fold