

### Safe Zone (.125")

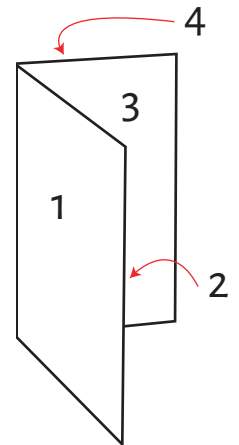
Do not place any text, or anything that cannot be cut off into this area.

**Bleed Area (.125" cut off).** Extend any images or photos that go to the edge into the **bleed area**. This area will be cut off.

*The Bleed Area is an extra amount of artwork needed to print. It is a border that extends beyond where the printed piece will be cut. Be sure to set it to .125" (1/8 inch) on all four sides using the bleeds set-up function or by increasing the document page size. Artwork must extend out so it is included in the Bleed Area. This prevents unwanted white borders.*



This is a template for a 4 page newsletter. More pages can be added to this file to make it a longer newsletter, but the number of pages must be divisible by 4 – this is how many pages are printed on a signature (one folded sheet, printed double-sided)



# NEWSLETTER FRONT

page 1

These rules work for all newsletter sizes  
.125" of **safe zone** and .125" of **bleed** on top, outside and bottom edges.

### Trim Line

This is where the piece will be cut.

Fold Line 

**INSIDE**  
pages 2 & 3

**BACK**

page 4