

Safe Area

Safe Area - Keep all important text and images inside this area

Cut/Fold Line

Bleed - Any images or colors that are to bleed off the page must extend an 1/8" past the cut line



## Page 1 First page is front cover

### 8.5 x 11 Program

Remove template before uploading

Keep text and images a minimum of 1/8" away from outside cut line.

Extend background images to the outer bleed edge

Submit all pages in one file

All pages should be the same size

Submit in increments of four pages

Include Blank pages

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## Page 2

### 8.5 x 11 Program

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## Page 3

### 8.5 x 11 Program

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Submit all pages in one file

All pages should be the same size

Submit in increments of four pages

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## Page 4 Last page is back cover

### 8.5 x 11 Program

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All pages should be the same size

Submit in increments of four pages

Include Blank pages