

**25.5x11 Tri-fold**  
Folds to 8.5x11  
**Actual Size is 25.4375x11**

Place this template in a separate layer  
in your layout program and delete or turn off  
before sending/exporting your file.

To use this template for the inside  
of your print project, flip it horizontally.

**Inside Panel**

(this panel is 1/16" smaller than front and back panels)  
8.4375" wide

**Outside Back Panel**

8.5" wide

**Outside Front Panel**

8.5" wide



**Bleed**

For borderless edges, extend images, photos and/or solid background colors 1/8" beyond the edge of the page. This area (yellow) will be trimmed during the finishing process. It should not contain any information you intend to be seen or read.

**Margin**

For best results keep text and images that must be seen and read at least 1/8" from edge of page.

**Trim**

Edge of page.

**Copy margins**

We recommend keeping copy 1/8" in from fold lines in most cases.